

JESSEL JENE C. DALAGAN

Brgy. Baas Purok Lemonsito, Hilongos, Leyte 6524 · +639518229117

Email: jenedalagan@gmail.com

Dedicated and detail-oriented individual providing high-level administrative support within fast-paced environments. Proven track record of managing complex schedules, coordinating schedules, coordinating communications, and streamlining office operations to enhance organizational efficiency. Committed to maintaining confidentiality and ensuring compliance with organizational policies.

EXPERIENCE

APRIL 2023 – JULY 2024

BRANCH CLERK, PACIFICA AGRIVET SUPPLIES, INC.

Attends customer needs, ensuring branch reports are done; Prepares, safe keep and deposit branch revenues daily and submit monthly attendance report. Takes charge of safekeeping, disbursement, and reconciliation of branch operating funds; prepares and classify expenses and sees to it that all necessary supporting documents are intact and complete for operating fund replenishment to Home Office. Reconciles and audit purchases invoices, cash slips, COD, and charge invoices.

OCTOBER 2022

FIELD ENUMERATOR, DEPARTMENT OF AGRICULTURE- AGRICULTURAL CREDIT POLICY COUNCIL (DA-ACPC)

Interviews farmer/fisher folk's personal data and other source of income as well as their debts. Checks and finalizes data acquired. Assists supervisors in final evaluation of the data sheets gathered.

EDUCATION

2018-2022

TERTIARY, VISAYAS STATE UNIVERSITY- MAIN CAMPUS

Bachelor of Science in Agribusiness – CUM LAUDE

2016-2018

SENIOR HIGH, HILONGOS NATIONAL VOCATIONAL SCHOOL

Technical Vocational Livelihood strand (COOKERY) – With Honors

2012-2016

JUNIOR HIGH, HILONGOS NATIONAL VOCATIONAL SCHOOL

2006-2012

PRIMARY, BAAS ELEMENTARY SCHOOL

SKILLS

- Keen observer
- Strong interpersonal skills
- Exceptional organizational skills
- Computer literate
- MS Power point
- MS Word
- MS Excel

- Hardworking
- Goal-oriented

ACTIVITIES

- Apart from branch duties and responsibilities from my previous employer, I also assist our Area Manager (AOIC) in inventory tasking at some various branches mid-year and year-end inventory in Carigara Leyte and Abuyog, Leyte.
- Worked as a field enumerator at DA-ACPC as a contractual, we did some interviews to random farmers and fisher folks to some various places in Region VIII in places Calubian, Dagami, Hilongos, La Paz, Mahaplag, Villaba.
- Honor Graduate Eligibility pursuant to Presidential decree No. 907 Cert. No. 100108220873
- Driver's License holder with a license no. H05-23-001490

LANGUAGES

- English
- Tagalog
- Cebuano
- Waray

REFERENCES

Jiobane P. Flores

AOIC – Eastern Visayas, Leyte
Pacifica Agrivet Supplies, Inc.
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Melanie F. Lago

Store Supervisor – Palo Cavite West
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Rhijelyn L. Robles

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