

# ALMERA P. PENING



## CONTACT

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📍 Canbantug, Merida, Leyte

## PERSONAL DETAILS

Date of Birth : 09/14/1999  
Marital Status : Single  
Nationality : Filipino  
Gender : Female  
Age : 24

## SKILLS

Proficient in MS Office Apps (Word, Excel, PowerPoint)  
Good Communication  
Detail-oriented and Organized  
Graphic Design (Canva)

## REFERENCE

**Marlon M. Tambis - Visayas State University - Technology Business Incubator**

VSU-TBI Project Leader  
marlon.tambis@vsu.edu.ph

**Alan B. Loreto - Visayas State University - Innovation Office**

Director for Innovation  
alan.loreto@vsu.edu.ph

## LANGUAGES

English  
Filipino  
Bisaya

## OBJECTIVE

I'm seeking challenging opportunities where I can fully utilize my work experience from the previous projects at VSU - Technology Business Incubator, as well as my skills and educational background from Visayas State University, to contribute to the success of the organization.

## EXPERIENCE

*October 01, 2022 - December 31, 2023*

**Science Research Assistant (Job Order)**

Visayas State University - Technology Business Incubator (VSU-TBI)

- Assisted the TBI Manager in the management and operation of VSU-TBI
- Assisted on the preparation of project reports
- Facilitated the conduct of seminars/trainings/workshops
- Prepared financial analysis and technology profiles of the generated technologies by different centers/departments of VSU
- Assisted on the preparation of Business Plans of incubatees and Business Proposals for start-up grant fund program
- Prepared case studies of incubatees
- Conducted surveys and interviews to incubatees for monitoring and evaluation
- Assisted on the developed TBI project proposal for funding
- Performed the functions of the Alternate Deputy Document and Records Controller (controlled documents, tracked down transactions on Human Resources Information System, etc.)
- Processed payrolls and other documents related to the project
- Performed other tasks that the Project Leader assigned

## EDUCATION

*2018-2022*

**Bachelor of Science in Agribusiness**

Visayas State University - Main Campus  
Cum Laude

*2016-2018*

**Accountancy and Business Management Strand (SHS)**

Pto. Bello National High School  
With Honors (Class Salutatorian)

*2012-2016*

**Junior High School (JHS)**

Pto. Bello National High School  
Class Valedictorian

*2006-2012*

**Elementary School**

Canbantug Elementary School  
Class Valedictorian

## ADDITIONAL INFORMATION

With Honor Graduate Eligibility (PD No. 907)