

# CHRISTENED GRACE C. CATINDOY

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622 Velarde Street Brgy Salvacion Poblacion  
Alangalang Leyte  
27 years old



## SUMMARY OF QUALIFICATIONS

Possess good leadership skills  
Innovative  
Good Communication Skills  
Trustworthy  
Proficient in Windows, Internet and M.S. Office applications.

## WORK EXPERIENCE

2017	<b>Fraud Analyst</b> SITEL Philippines Mandaluyong Manila
2018-2021	<b>Payroll Specialist</b> Concentrix Cebu Financial Account, Intuit department
2021-present	<b>Human Resource Officer</b> United Shalom Medical Center (Tacloban City) Human Resource Department

## SCHOLASTIC RECORDS

2013-2017	<b>BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT</b> <b>VISAYAS STATE UNIVERSITY-ALANGALANG</b> Binongtoan, Alangalang, Leyte <i>Cum Laude</i>
2009-2013	<b>ALANGALANG NATIONAL HIGH SCHOOL</b> Alangalang, Leyte <i>5<sup>th</sup> HONORABLE MENTION</i>
2003- 2009	<b>ALANGALANG I CENTRAL SCHOOL</b> Alangalang, Leyte <i>With honors</i>

## TRAININGS AND SEMINARS ATTENDED

2015	<b>24'th Philippine Biodiversity Symposium</b> <b>Island Biodiversity Conservation:Successes, challenges &amp; future direction</b> Participant -- University of Eastern Philippines Catarman Northern Samar
2018	<b>FY19 Intuit DIY</b> <b>Payroll Training</b> Trainee – Concentrix Cebu
2021	<b>Basic Life Support Training</b> <b>United Shalom Medical Center</b> Trainee – USMC Tacloban City
2023	<b>Strategic Planning Workshop</b> United Shalom Medical Center Organizer
2023	<b>Rater's Training 2023</b> United Shalom Medical Center Participant

- 2023

IMPROVING PRODUCTIVITY THROUGH EMPLOYEE ENGAGEMENT  
DOLE Region VIII  
Participant
- 2024

Strategic Planning Workshop  
United Shalom Medical Center  
Participant

**ACHIEVEMENTS AND EXTRACURRICULAR ACTIVITIES**

- 2012-2013

**SUPREME STUDENT GOVERNMENT (SSG)**  
**4<sup>th</sup> Year Highschool Representative**  
Alangalang National High School - Alangalang, Leyte
- 2013 – 2015

**DEAN’S LISTER**  
Visayas State University – Alangalang  
Binongtoan Alangalang, Leyte
- 2015-2016

**CSSC (College of Supreme Student Council)**  
**Board Member**  
Visayas State University – Alangalang  
Binongtoan Alangalang, Leyte
- 2016

**MERIT OF LEADERSHIP**  
1<sup>st</sup> Semester, S.Y. 2015-2017  
Visayas State University-Alangalang  
Binongtoan Alangalang, Leyte
- 2017

**BEST IN THESIS**  
2<sup>nd</sup> Semester, S.Y. 2016-2017  
Visayas State University-Alangalang  
Binongtoan Alangalang, Leyte
- 2018

**AMBASSADOR IN COMMUNICATION**  
Sitel Philippines  
Capital One Bank  
Mandaluyong Manila

**CHARACTER REFERENCES:**

Dr. Rommel D. Capungcol / United Shalom Hospital / Former CEO/ 0927-469-9067  
Santos E. Getalado / United Shalom Hospital / Hospital Administrator / 0917-707-7750  
Mabelle C. Bequilla / United Shalom Hospital / HR Staff / 0953-220-7885

I do hereby declare that the above statements are true and correct to the best of knowledge and belief.



CHRISTENED GRACE C. CATINDOY