

Mhea B. Pasayloon

Zone 3, Barangay Patag, Baybay City, Leyte

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PERSONAL STATEMENT

Recent Biotechnology graduate with experience in data management, customer service, and administrative tasks. Highly organized, detail-oriented, and adaptable, with strong communication skills and a proven ability to manage multiple responsibilities efficiently. Ready to contribute to a dynamic work environment and support diverse functions across various roles.

EDUCATION

- 2020 – 2024 Bachelor of Science in Biotechnology
Visayas State University
Visca Baybay City, Leyte
- 2018 – 2020 Humanities and Social Sciences
Baybay City Senior High School
30 de Diciembre St. Baybay City Leyte
- 2013-2018 Baybay National High School
30 de Diciembre St. Baybay City Leyte
- 2007 – 2013 Patag Elementary School
Brgy. Patag Baybay City, Leyte

SKILLS

- **Data Management & Analysis:** Proficient in organizing, managing, and analyzing data for research and administration.
- **IT & Computer Proficiency:** Experienced with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiar with data management tools.
- **Organizational Skills:** Capable of maintaining systematic documentation and ensuring easy access to information.
- **Time Management:** Skilled in prioritizing tasks and managing schedules to meet deadlines efficiently.

- **Communication Skills:** Strong written and verbal communication skills for clear and professional interactions.
- **Administrative Support:** Skilled in scheduling, email management, and document handling.
- **Adaptability & Problem Solving:** Quick to learn new systems and adept at troubleshooting issues.
- **Technical Skills** – Lab equipment operation, chemical handling, sample preparation.
- **Quality Control & Assurance** – Monitoring product quality, implementing process improvements, and ensuring compliance with standards.
- **Health & Safety Procedures** – Ensuring safety protocols in the laboratory and minimizing risks in handling hazardous materials.

LANGUAGES

- Filipino
- English
- Cebuano
- Bisaya

RELEVANT WEBINARS/SEMINARS TRAINING

- Regional Crop Biotech Symposium
- Pinoy Biotek for Usss
- Molecular Evolutionary Analysis of Indigenous Animal Genetic Resources: Focused on sustaining agriculture in Southeast Asia and its utilization.
- Filipino Genomes Research Program (FGRP) Webinar Series:
 - Session 1: Advancing Forensic Investigation with Genomic Technologies
 - Session 2: Human Evolutionary Genetics (Part 1)
 - Session 4: FGRP Implementation and Methodologies (Part 1)
- KOICA-UPLB-IRRI Seminar: Selection and Gene Expression in the Rice Genome
- Advancing Frontiers of Biotechnology: Exploring Gene Editing in Crops and Animals

RESEARCH EXPERIENCE

- Solid Waste Disposal and Management of the Students in Baybay City Senior High School
- Effectiveness of Mung Bean (*Vigna radiata*) and Coconut Husk (*Cocos nucifera*) as Grain Spawn Medium on The Optimal Mycelial Growth of Pink Oyster Mushroom (*Pleurotus djamor*)

WORK EXPERIENCE

Social Media Manager

J&M Satin Blooms

2023 - 2024

- Managed social media accounts, creating engaging content to promote products.
- Increased online presence and customer engagement through targeted campaigns.
- Improved product recommendations and increased sales.
- Monitored analytics to optimize post-performance and enhance marketing strategies.

Research Intern (OJT)

Herbanext Laboratories

July 2023 - August 2023

- Conducted research on mushroom and plant pathology studies.
- Assisted in gathering and analyzing data for ongoing projects.
- Collaborated with team members to support laboratory operations and research documentation.

PERSONAL DATA

Birth Date: June 19, 2002

Birthplace: Brgy. Patag, Baybay City, Leyte

Sex: Female

Civil Status: Single

Religion: Roman Catholic

Nationality: Filipino

Language Spoken: Bisaya, Tagalog, and English

Name of Father: Michael F. Pasayloon

Name of Mother: Genaline B. Pasayloon

Person to Contact in-case of Emergency: Genaline B. Pasayloon (09218327819)

CHARACTER REFERENCES

Ms. Sarah Jean Sugano

DBT Instructor - Visayas State University

Email: sarah.sugano@vsu.edu.ph

Ms. Donna Christene Ramos

DBT Instructor - Visayas State University

Email: donna.ramos@vsu.edu.ph