

**LYRA TRAGURA VENTULA**

Lonoy, San Isidro  
Baybay, Leyte  
+63 09263612104

Email: [lysabelle01@gmail.com](mailto:lysabelle01@gmail.com)

**PERSONAL BACKGROUND**

**Age** : 36 years old  
**Birthday** : December 17, 1984  
**Birthplace** : Manila  
**Height** : 5'0"  
**Weight** : 60 kg  
**Religion** : Roman Catholic

**EDUCATION****Visayas State University (Formally Leyte State University (LSU))**

Visca, Baybay, Leyte

Bachelor of Science in Biology major in Ecology (April 2006)

**Baybay National High School (BNHS)**

Baybay, Leyte

DOST-Student

High School (1998-2002)

**VisCA Foundation Elementary School (VFES)**

Visca, Baybay, Leyte

Elementary (1992-1998)

**SKILLS**

Can operate computer programs such word, excel and power point, can work over pressure and over time, a flexible person

**WORKING EXPERIENCES****Secretary****Ciudad Coffee and Bar**

Baybay City, Leyte

June 2017- up to present

**Sales Staff****Lulu Hypermarket**

Kuwait

January 2011- March 2016

**Branch Coordinator/ Accountant Assistant****Starbike Corporation**

Lapu-lapu Street, Baclaran

Parañaque City (May-December 2007/March 2010-Jan 2011)

**Cashier/Sales Officer**  
**Motorstar Cycle Trading**  
Baybay Branch  
A. Bonifacio St. Baybay, Leyte (January 2009-Present)

**Staff Assistant**  
**Sanbeda College Alabang**  
Alabang Hills, Muntinlupa City  
Institute of Testing Center (November 2006-April 2006)

**Service Crew**  
**Tropical Hut Food Marketing, Inc.**  
JAKA Plaza, Sucat Parañaque City (June 2006-November 2006)

## **REFERENCES**

**Ms. Daisy Muñoz**  
Ciudad Coffee and Bar  
Assistant Personnel  
09651851132

**Ms. Genda C. Carreon**  
MSS Cycle Trading-Cebu Branch  
Cashier  
Cebu City