

Jemuel Abellana Ocañada

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PERSONAL INFORMATION

Age: 30
Birth date: Sept. 04, 1993
Birthplace: Baybay City, Leyte
Height: 171cm
Weight: 99kg

EDUCATIONAL BACKGROUND

Bachelor Degree
Visayas State University
VISCA, Baybay City, Leyte
Bachelor of Science in Agribusiness
Date of Graduation: May 09, 2014

OBJECTIVE

My objective is to apply for a higher position that can foster my career growth and potential as a professional in this institution to impart my knowledge and harness my skills. To work in a safe workplace with a healthy environment that fosters professional growth and leadership excellence, share my God-given talents and skills, and serve the University with my best.

SUMMARY OF QUALIFICATIONS

- Computer Literate (MS, EXCEL, PPT Adobe PS, Lightroom, WordPress)
- Responsible and Industrious
- Organized, Self-motivated, Highly Trustworthy
- Eager and willing to be trained and assimilate skills
- Can work with less supervision
- Can work under pressure
- Possesses good interpersonal skills
- Flexible and keen on details

WORK EXPERIENCE

UDRRMSSO-VSU (University Disaster Risk-Reduction & Management, Safety and Security Office-Visayas State University)
Visca, Baybay City, Leyte
Position: Clerk/dDRC (Admin Aide III - Casual)
January 3, 2022 – Present

OUDRRM-VSU (Office of the University Disaster & Risk-Reduction Management-Visayas State University)
Visca, Baybay City, Leyte
Position: Clerk/dDRC (Job Order)
March 5, 2020 – December 31, 2021

EUPI-PPS (Eight Under Par Inc. – Palawan Pawnshop)
Cogon Ormoc City
Position: Branch Associate
November 27, 2014 – May 7, 2018

LGU CPDO (Cebu Planning and Development Office) DOLE Project
Baybay City, Leyte
Position: Government Internship Trainee
June 2, 2014 – October 22, 2014

CEFEDCO (Cebu Federation of Dairy Cooperatives)
Pitogo Consolacion Cebu City
Position: On-the-job Trainee
November 25, 2013 – January 15, 2014

Sub Dealer of AVON Products
June 2013 – October 2013

Summer Job as Direct Seller of Classique Herbs Corporation
April 2012 – June 2012

CHARACTER REFERENCES

Mr. Armel Gonzaga
Area Supervisor of EUPI-PPS in Southern Leyte Area
Baybay City, Leyte
Contact Number: **+639154384487**

Ms. Thelma Zafra
Former Professor, Department of Human Kinetics
30 de Diciembre St. Baybay City, Leyte
Contact Number: **+639173065494**

Dr. Dario P. Lina
Associate Professor II, DOH, VSU/ OIC-Head, Security Office VSU/ Head, UDRRMO, VSU
Apartment 16 VISCA, Baybay City, Leyte
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