



Michelle B. Jumawan

Sto. Nino, Malitbog, Southern Leyte, 6603 Philippines
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PERSONAL BACKGROUND

Age : 24
Civil Status : Single
Religion : Seventh-Day Adventist
Date of Birth: December 7, 1998
Sex : Female
Citizenship : Filipino

EDUCATIONAL BACKGROUND

2018 – 2019	Bachelor of Science in Business Administration-Management Accountiing, University of Cebu- Banilad, Cebu City Philippines
20014 – 2015	Secondary Education Santo Nino Academy Taliwa, Malitbog, Southern Leyte
2011- 2012	Primary Education San Vicente Elementary School San Vicente, Malitbog, Southern Leyte

SKILLS

Interpersonal Skills

- Very attentive to details, Listens to others, Optimistic, Eager to learn new things, Can work with groups, Time Management, Flexible and can multitask, Can work under pressure with minimal supervision, average in written and oral communication skills and analytical skills, combined with effective communication, organizational skills and planning ability.

Technical Skills

Good in MS Word, Excel and PowerPoint
Good in Organizing and Managing Transactions
Basic knowledge in Quickbooks
Basic knowledge in SAP

Can Speak : English, Filipino

PROJECT/RESEARCH:

Thesis title:

“Crispy Croquette”	November 2017-	March 2018
“Hacienda De Malunggay ”	June 2018	- October 2018

SEMINARS, TRAININGS & ACTIVITIES ATTENDED:

“Developing Interpersonal Skills Building Your Ability, Creating Your Opportunity”
AVR 2- University of Cebu- Banilad
July 29, 2016

WORK EXPERIENCE:

Student Trainee: Land Bank of the Philippines
Banilad Branch
Mini-OJT : MedTech Office
University of Cebu- Banilad
Job Order(JO) : LGU- Malitbog - Municipal Treasurer’s Office

CHARACTER REFERENCE:

Ms. Rosalie V. Miole
Admin Officer I
MTO- LGU-Malitbog
Contact No. - 0975-974-6507

Mr. Isidro D. Batas
Barangay Councilor
Sto. Nino, Malitbog, Southern Leyte
Contact No. - 0972-510-195