



# MARY ANNE C. ABEDEJIOS

## My Contact

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- 📍 Brgy. Ma-asin, Hindang, Leyte

## Skills

- Microsoft Excel & Word
- Editing
- Decision making
- Communication
- Multi-tasking
- Time Management
- Leadership

## Education Background

- Visayas State University  
Bachelor in Science of Agribusiness  
2014-2019
- Hilongos National Vocational School  
Major in computer and animation  
2010-2014
- Ma-asin Elementary School  
2004-2010

## Seminars/Trainings

- Ease on Doing Business Seminar  
Visayas State University- June 28, 2022
- Virtual Data Privacy Act of 2012  
Awareness Seminar  
Visayas State University- April 7, 2022
- Basic Customer Relations Training  
Sabin Resort Hotel, Ormoc City  
November 28, 2021
- 4th Level Training on 2020 Census of  
Population and Housing  
August 10, 2020- August 15, 2020
- Digital Marketing - April 23, 2019
- Using pesticide Safety Manual Seminar  
Ephratha Farms -March 20, 2019
- On the Job Training on Hydroponics  
Ephratha Farms  
January 2019- March 2019

## Reference

Dr. Aleli A. Villocino - Professor IV  
Visayas State University - 0917 304 0879

## About Me

- I am an honest and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent decision-making skills.

## Professional Experience

### Quality Assurance Office, Visayas State University | Deputy Quality Management Representative

#### January 2022-Present

Key responsibilities:

- Prepared documents under the guidance of the Quality Management Representative
- Served as dDRC of the QMR and performed general office duties such as encoding and proofreading correspondence, distributing and filing forms, maintain office-tracking systems for correspondence, follow-up actions
- Performed other task assigned by the Lead Internal Quality Auditor, Quality Management Representative, and the Director for Quality Assurance.

### IPhilippine Statistics Authority-Philsys Admin Assistant II

#### June 2021- December 2021

Key responsibilities:

- Provide exceptional customer service to all Philippine ID applicants, screened and approved documentary requirements of walk-in applicants
- Entertains public queries and problems regarding the registration process and keep and maintained all files (memoranda, correspondence and reports)
- Assisted the PRT Supervisor in the preparation of administrative reports and communication.

### IPhilippine Statistics Authority Census Team Supervisor September 2020-October 2020

Key responsibilities:

- Supervised the enumerators under my supervision, encoding of documents, prepared reports, checked and edited the survey forms.

### MR DIY - Imus, Cavite

#### Sales Associate

#### September 2019- March 202

Key responsibilities:

- Provide recommendations according to customer needs or preferences
- Operate cash register and handles cash payments and credit card processing
- Stay up to date with sales trends for better service and achievement of sales
- Interacts with customers, offering assistance and responding to queries about products and purchases