

**JAN PAULINE H. ABABAT**

Brgy. Marcos Baybay City, Leyte  
+639704525351  
ababatpauline@gmail.com

**JADE DHAPNEE Z. COMPENDIO**

Center for Continuing Education

**Subject:** Application for the Position of Clerk

Dear Ma'am

Good day! Ma'am,

I am writing to apply for the Clerk position at Center for Continuing Education. I am currently employed as a Clerk/dDRC at Department of Tourism Management where I handle filing, record keeping, preparing reports, and assisting in daily office operations.

I am interested in this opportunity because I believe my skills and experience can contribute positively to your team. I am a hardworking and motivated person who is eager to learn and take on new challenges.

I have attached my resume for your review. I would appreciate the opportunity to discuss how I can be a good fit for your company.

Thank you for considering my application.

Sincerely,

  
**JAN PAULINE H. ABABAT**



# JAN PAULINE H. ABABAT

OFFICE STAFF

## PROFILE

I am energetic, ambitious person who has a matured and responsible approved to any task that I undertake and situation that I am presented with. I can adapt easily in the work which I can use my skills and seeking improvement of my knowledge and skills.

## CONTACT

PHONE:  
09704525351

HOME ADDRESS:  
Brgy. Marcos 6521  
Baybay City, Leyte

EMAIL:  
[ababatpauline@gmail.com](mailto:ababatpauline@gmail.com)

BIRTHDATE:  
June 22, 1996

## HOBBIES

Cooking  
Reading  
Traveling

## EDUCATION

**San Agustin Elementary School**  
2004 - 2008

**Bunga National Highschool**  
2009 - 2012

**Visayas State University**  
**Bachelor of Science in Agriculture**  
2014 - 2018

## WORK EXPERIENCE

**Profood International Corporation (Warehouse Encoder)**  
2018-2020

- \* Extracted information from database to compile reports for audit process.
- \* Managed documents by organizing forms, making photocopies, filing records
- \* Completed daily data back

**Visayas State University (Office Clerk)**  
2022-present

- \* Interacted with customer by phone, email, or in person to provide information
- \* Greeted incoming visitors and customers professionally and provided friendly
- \* Provided clerical support to company employees by copying, faxing, and filing documents

## SKILLS

- Handle filing
- Record keeping
- Encoding
- Assisting in daily office operations.