

# CARREN G. MENDEZ

204 Tres Martirez St. Poblacion Zone 14  
Baybay City Leyte, 6521  
carr3nm3nd3z@gmail.com  
Contact Number: 09359469129



## PROFESSIONAL SUMMARY

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A dependable team player, detail-oriented and reliable administrative professional with a strong sense of responsibility with years of experience in cashiering, customer service and office support.

## SKILLS

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- Oral Communication Skill
- Management Skill
- Good in Human Relationship
- Entrepreneurial Skill
- Marketing and Production Skill
- Financial Skill
- Computer literate  
(Can manipulate Microsoft Word, Excel, PowerPoint Presentation & Windows Movie maker)

## WORK EXPERIENCE/ EXPOSURE/ INTERNSHIPS

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### On the JOB TRAINING

- **D’RBG Marine Ex-Import Inc.**  
Don Sergio Suico St., Riverside, Canduman, Mandaue City, Cebu  
May 05, 2014 - June 17, 2014

### CUSTOMER SERVICE REPRESENTATIVE

- **Convergys**  
Convergys 11 Bldng, **I.T. Park**, Cebu City, Cebu City, Philippine  
September 01, 2015 – January 29, 2016

### AACCU Staff

- Department of Agricultural Engineering  
Visayas State University Baybay City, Leyte  
October 03, 2016 – October 21, 2016

### CLERK

- Visayas State University Credit Cooperative (VSUCC)  
Visayas State University Baybay City, Leyte  
October 24, 2016 – December 06, 2022

### ADMINISTRATIVE AIDE III – Current

- Cashiering Office  
Visayas State University Baybay City, Leyte  
September 1, 2023 – Current

## EDUCATIONAL BACKGROUND

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POST GRADUATE	:Visayas State University Master in Management Major in Agribusiness (2017-2019)
COLLEGE	:Visayas State University Bachelor of Science in Agribusiness (2010-2015)
SECONDARY	: Franciscan College of Immaculate Conception (FCIC) Baybay City, Leyte (2006-2010)
ELEMENTARY	: Baybay South Central Elementary School Baybay City, Leyte (2000-2006)