

June 24, 2025

Greetings!

It's a great pleasure to apply in your good office for any available position. I graduated in the year 2017 at Visayas State University-Alangalang as one of the Latin Awardees. University itself has given me lots of opportunities to go out of my shell and be aware of these diversities we have in our learning environment. I graduated last June 21, 2025 in the program of Master in Public Resource Management at Eastern Visayas State University-Main Campus.

My professional experience has been both diverse and rewarding. I have spent nearly four years in the healthcare sector, where I have held roles as both a Human Resource Officer and Accounts Payable Officer. Currently, I am an Accounts Payable Officer at United Shalom Medical Center Inc. Prior to this, I worked for nearly three years in the Business Process Outsourcing (BPO) industry. These experiences have equipped me with a solid foundation in administrative tasks, organizational planning, and people management, further enhancing my ability to thrive in dynamic and fast-paced environments.

Moreover, I am willing to be interviewed at your most convenient time.

Thereby, I'm looking forward to your positive perusal.

Sincerely yours,

CHRISTENED GRACE C. CATINDOY

0945-2165-101

Christenedgracecatindoy.12@gmail.com