



MEDY J. DEMATAWARAN

Curriculum Vitae

CONTACT



mhedydematawaran92@gmail.com



0918 351 9052



Lundag, Merida, Leyte



<https://www.facebook.com/dhemie.dee.9>

PROFILE

I am an eldest daughter in a family of five. Being the eldest taught me how to handle responsibility at a young age. I have a passion in interacting and dealing with people and I would love to land in a job where I can work passionately.

PERSONAL DETAILS

Date of Birth: September 7, 1992

Age: 28

Citizenship: Filipino

Civil Status: Single

Religion: Roman Catholic

LANGUAGES

English
Cebuano
Filipino
Waray-waray

INTERESTS

Cooking, cross stitch, collecting dolls, movies, writing

EXPERIENCES

TESDA TWSP Assistant Facilitator/Documenter

Ecological and Agricultural Development Foundation, Inc. | Bacolod City, Negros Occ. | July 20, 2020 - November 2020

- Responsible for the registration of trainees
Take photos and videos of actual activities of training
Prepare training materials and setting-up training venues
Responsible in preparation of reports

Assistant Supervisor

Novo Department Store- Tacloban City Branch | November 2016-July 2017

Novo Department Store - Sogod So. Leyte Branch | August 2014-November 2016

- Monitor daily sales and deposit the sales every other day.
Check cash accounts and transaction reports.
Inspect cleanliness and orderliness of the store.
Make weekly payroll.
Guide and solve customer related problems.

Purchaser

Novo Department Store - Sogod So. Leyte Branch | April 2012 - Aug. 2014

- Purchase Stocks
Monitor stock status
Meet customer demands
Provide Training and Assistance to newly hired salesladies.

Cashier

Novo Department Store - Sogod So. Leyte Branch | Aug. 2011-April 2012

- Handle cash transactions and receive payments.
Greet Customers paying in the counter.
Maintain monthly, weekly and daily reports of transactions.

Bagger

Novo Department Store - Sogod So. Leyte Branch | April 2011- August 2011

Saleslady

Lucky Precium Trading (NOVO), Ormoc City, Leyte | Nov. 2010 - April 2011(5 months)

- Receive, display and inventory of stocks handled.
Communicate and assist customers in the most accommodating way.
Report daily sales.

AWARDS

- Best Presenter during the Research Proposal Presentation for Management 197: Agribusiness Research Methods at QAC-VSU, December 17, 2019.
- Best Research Proposal during the Research Proposal Presentation for Management 197: Agribusiness Research Methods at QAC-VSU, December 17, 2019.

SKILLS

- Ability to communicate both written and oral
- Computer literate
Microsoft Office Programs – Word, Excel and Power Point
- Can process and analyze survey data and write a survey report

EDUCATION

Bachelor of Science in Agribusiness

Visayas State University
Visca, Baybay City, Leyte
August 2017- September 2020

Bachelor of Science in Information Technology

Visayas State University-Isabel Campus
Inavs, Isabel, Leyte
June 2008- October 2009

Secondary Education

Merida Vocational School
Poblacion, Merida, Leyte
With Honors
2008

Primary Education

Lundag Elementary School
Lundag, Merida, Leyte
Salutatorian
2004

TRAININGS/SEMINARS

- Organic Agriculture Production NCII TESDA – July 27 – September 2, 2020
- Mgmt 199: Undergraduate Seminar VSU-December 16,2019
Theme: Banking Transactions and Product Offer
- Mgmt 199: Undergraduate Seminar VSU-December 16,2019
Theme: Behavioral Considerations
- Gender Sensitivity and Anti-sexual Harassment Orientation VSU-November 29,2019
- Baking and Pastry Production NCII TESDA – April 20 – May 29, 2009

REFERENCES

Catherine Capuyan
Roving Secretary
Novo Dept. Store, Leyte Area
09653760708

Danny Moraca
Executive Director
Ecological and Agricultural Dev't Foundation Inc.
09327083532

Me-an D. Villas
Administrative Assistant II
OPO -VSU Baybay
09562369231