

ANNA E. NEMENIO

Home Address: Brgy. Cogon, Baybay City, Leyte

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OBJECTIVES

Seeking a challenging position that allows me to enhance my skills. I want to work with a progressive organization where I can utilize my knowledge and skills for the mutual benefit of the company and myself.

WORK EXPERIENCE

ZARUS FOODHAUZ

Cashier/Service Crew

January 1 – February 1, 2022

- Responsible in greeting customers as they arrive, provide them with information regarding the products.
- Responsible in taking payments from customers in exchange of goods or services while providing them exemplary customer service.
- Responsible for processing refunds and exchanges while managing the cash drawer. At the end of each shift, tally funds and ensure that everything is in order

PHILIPPINE STATISTICS AUTHORITY

2021 Pilot Community-Based Monitoring System in the City of Baybay

Enumerator

October 4 – December 20, 2021

- Conducted surveys in local communities
- Record responses as instructed
- Insure the confidentiality of the individual.

BRIGHT AND GLORIOUS SCHOOL OF THE PHILIPPINES, INC.

Elementary Teacher

June 14, 2019 – 2021

- Prepares daily lesson plan, check attendance, teaches lesson to kids ages 6-7 years old
- Make modules on this new normal class set-up, check workbook activity sheets, does home visitation to check kids welfare and actual progress

EDUCATIONAL BACKGROUND

TERTIARY:

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Bachelor of Elementary Education (General Education)

Graduated on June 2019

SECONDARY:

BAYBAY NATIONAL HIGH SCHOOL

Baybay City, Leyte

30 de Diciembre St., Baybay City, Leyte

Graduated on March 2015

PRIMARY: **KILIM ELEMENTARY SCHOOL**
Brgy. Kilim, Baybay City, Leyte
Graduated on March 2011

PERSONAL INFORMATION

Age: 24 years old
Date of Birth: September 27, 1998
Place of Birth: Baybay City, Leyte
Civil Status: Single
Sex: Female
Height: 149 cm
Weight: 48 kg
Language: Tagalog, Cebuano, English

SKILLS & ABILITIES

Computer Literate : MS Word, MS Power Point, MS Excel

Working Attitude : Posses Positive Working Attitude and able to work with minimum supervision


Sociability : Highly motivated and easy to get along with others.

CHARACTER REFERENCES

ROSALINA D. QUILLA
Principal, Bright and Glorious School
Mobile Phone: 09088926843/09758833396

TESSIE S. PIALAGO
Barangay. Captain
Mobile Phone: 09677010968

I hereby declare that the above facts and information are true and correct to the best of my knowledge and belief.


ANNA E. NEMENIO
Applicant's Signature