

NENIA FE PEDRA PENING

Canbantug, Merida, Leyte

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CURRICULUM VITAE**PERSONAL DETAILS**

Date of Birth: February 13, 2000

Civil Status: Single

Nationality: Filipino

CAREER OBJECTIVE

To become a highly competitive professional and to be an effective employee with an asset of knowledge, skills and experiences to be utilized in performing tasks and duties effectively for the success of the company.

EDUCATION

Tertiary	Visayas State University-Isabel (2018-2022) Marvel, Isabel, Leyte Bachelor of Science in Agribusiness
Secondary	Puerto Bello National High School (2012-2018) Puerto Bello Merida, Leyte Accountancy, Business and Management Strand
Elementary	Canbantug Elementary School (2006-2012) Canbantug Merida, Leyte

HONORS AND AWARDS RECEIVED

-Cum Laude, August 5, 2022, Visayas State University-Isabel, Isabel, Leyte

-Dean's lister, May 10, 2019, Visayas State University-Isabel, Isabel, Leyte

-With honors, April 3, 2018, Puerto Bello National High School, Puerto, Bello Merida, Leyte

-Awards for Work Immersion, April 3, 2018, Puerto Bello National High School, Puerto, Bello, Merida, Leyte

-With honors, April 5, 2017, Puerto Bello National High School, Puerto, Bello Merida, Leyte

-With honors, March 29, 2016, Puerto Bello National High School, Puerto, Bello Merida, Leyte

QUALIFICATIONS/SKILLS

- Possess strong communication skills
- Skilled in recording and making financial reports
- Proficient in Microsoft Office (Word, PowerPoint, Excel)
- Able to work with less supervision
- Able to work under pressure
- Willing to be trained

EXPERIENCE

-Branch Administrative Assistant
Community Economic Ventures Inc. (CEVI)-Ormoc Branch
March 1, 2023 up to present

-On-the-job Training as Accounting Assistant at ORMOC VENDORS MULTI-PURPOSE COOPERATIVE (ORVEMPCO)
November 17, 2017- December 20, 2017

SEMINARS AND TRAININGS ATTENDED

-Community Finance Training at KALAH-I-CIDSS NCDDP, Merida, Leyte; November 10-11, 2022

-"Gender Sensitivity and Anti-Sexual Harassment Orientation Seminar (With Application to Business Management)", Department of Business Management (Management Room), VSU-Isabel, Isabel, Leyte; November 21, 2019

-Seminar on "How to Plan and Budget Financial Resources on Government Funds", Department of Business Management (Management Room), VSU- Isabel, Isabel, Leyte; November 22, 2019