

CAREN GUCELA- ALIANZA

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**PERSONAL INFORMATION**

Home Address: Brgy. Guadalupe, Baybay City, Leyte

Date of birth : September 20, 1988

Nationality : Filipino

Religion : Roman Catholic

Civil Status : Married

EDUCATIONAL BACKGROUND**College**

- Bachelor of Arts in Office Administration
Franciscan College of the Immaculate Conception (FCIC)
Baybay City, Leyte (2013 – 2014)
- Associate in Office Administration
Franciscan College of the Immaculate Conception (FCIC)
Baybay City, Leyte (2008 – 2011)

High School

- Baybay National High School
Baybay, Leyte (2001 – 2005)

Elementary

- Guadalupe Elementary School
Guadalupe, Baybay, Leyte (1995 – 2001)
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WORK EXPERIENCE

Position Title: Full-time Project Staff

Company Name: DA Biotech Scholarship Program ,Dept. of Biotechnology

Address: VSU, Visca, Baybay City, Leyte

Duration: February 1, 2020 - Present

Position Title: Admin Aide/Clerk

Company Name: Dept. of Pure and Applied Chemistry

Address: VSU, Visca, Baybay City, Leyte

Duration: February 2012- January 31, 2020

Position Title: Administrative Staff (Auditor)

Company Name: ADE-DA-DI-DI

Address: A. Bonifacio St. Baybay City, Leyte

Duration: January 2011 – February 15, 2012

Position Title: Clerk (On Job Training)

Company Name: City Social Welfare & Development Office (DSWD)

Address: Baybay City Municipal Hall

Duration: October 2009 – March 2010

Position Title: Data Encoder & Assistant Photocopier
Company Name: Jay Ramos Computer Center
Address: Baybay Leyte
Duration: November 2006-June 2007

SEMINAR

- Re Orientation on Documentary Requirements for Financial & Administrative Transactions (December 5, 2022)
 - ISO,9001:2015 Awareness & Re-Awareness Seminar (August 30, 2022)
 - Data Privacy Act Seminar (April 7, 2022)
 - ISO,9001:2015 Awareness & Re-Awareness Seminar (September 13, 2021)
 - Orientation Workshop Among JO Clerks & Laboratory Technicians (January 15, 2019)
 - ISO,9001:2015 Awareness & Re-Awareness Seminar (November 27, 2020)
 - Webinar on Document Tracking System (November 13, 2020)
 - Procurement Planning Workshop (Sept. 13, 2016)
 - Orientation Workshop Among Frontliners on Good Customer Service (Sept. 10, 2014)
 - Training in Industrial Sewing machine Operation (October 10, 2011 to Nov 11, 2011)
 - Participated in two-days Semi-Guided Retreat (February 25-27, 2011)
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OTHER SKILLS

- Troubleshoot Internal and External minor problems of Desktop Computer
 - Knowledgeable in computer such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint & Movie Maker
 - Know how to drive motorcycle and four wheels
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TRAINING

- Training in Industrial Sewing Machine Operation (Oct. 10, 2011 to Nov. 2011)
ISMO Training Center, Mustang, Pusok, Lapu-Lapu City, Cebu
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CHARACTER REFERENCES

DR. CANDELARIO L. CALIBO

Dean, College of Arts and Sciences
VSU, Visca, Baybay City, Leyte
(+63999-990-6169)

DR. MA. THERESA P. LORETO

Dean, College of Arts and Sciences
VSU, Visca, Baybay City, Leyte

DR. ANABELLA B. TULIN

Project Leader, DA Biotech Scholarship Program
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MR. ROMEO P. ALIANZA

LTO District Head, Carigara District Office
Baybay City, Leyte
(+63999-892-8414)

I hereby certify that the above information is true and correct to the best of my knowledge and belief

