



09682168172



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Brgy. Catublian, Hinunangan,
Southern Leyte, Philippines

PERSONAL INFORMATION

Birthdate: December 30, 1998

Birthplace: Hinunangan, Southern Leyte

Civil Status: Single

Age: 23 years old



OBJECTIVE

Dependable applicant, who desires to use my knowledge on management (financial, marketing, operations/production and personnel aspects) for this open job position. Seeking to leverage meticulous bookkeeping, financial reports making and analytical skills for future research or survey projects.

Riza Mae ABADENAS

JOB APPLICANT



SKILLS

- Has proficient knowledge about financial reports (income statement, balance sheet, etc.) and is able to make them
- Able to record, monitor and organize necessary documents such as inventories, sales reports, etc.
- Knows how to use Microsoft applications to make office documents and process and analyze survey data
- Able to write case studies, marketing plan, feasibility studies, business proposals, and other related papers
- Has an ability to adapt to new environment
- Can work under pressure and minimal supervision



EDUCATION

TERTIARY

BS AGRIBUSINESS (2020)
VISAYAS STATE UNIVERSITY
Baybay City, Leyte



EXPERIENCE

INTERNSHIP

Ecological and Agricultural Development Foundation Inc. (ECOAGRI)
February-November 2020



AFFILIATIONS

TERTIARY

Facilitator

Undergraduate Seminar
2019-2020

Auditor

Ambassadors for Christ (AC)
Campus Ministry
2019-2020

Member

Society of Agribusiness Students
2017-2020

COMMUNITY

President

TASK Force
2016-2017

Board Member

TASK Force
2017-2018



SEMINARS

- LEADERSHIP SEMINAR: PURPOSE-DRIVEN ORGANIZATION: Aug. 2019
- SPSS WORKSHOP: Sept. 11, 2019
- GENDER SENSITIVITY AND ANTI-SEXUAL HARRASMENT ORIENTATION: Nov. 29, 2019
- CRAFTING A RESUME: Dec. 16, 2019
- BEHAVIORAL CONSIDERATIONS: Dec. 16, 2019
- BANKING TRANSACTIONS AND PRODUCT OFFERS: Dec. 16, 2019
- DISASTER PREPAREDNESS TRAINING-SEMINAR: April 21, 2018

CERTIFICATION

- NATIONAL CERTIFICATE II (NC2) IN ORGANIC AGRICULTURE PRODUCTION



REFERENCES

NILDA T. AMESTOSO

Former Department Head
of Visayas State University

GANESSA ROSE L. GONGORA

Admin Staff of Visayas State University
09061943086

DANNY P. ESCARMOSO

Core Staff of ECOAGRI