

# Hannahlene Vega

Bgy. Marcos, Baybay City, Leyte, Philippines, 6521

Mobile No.: 09700565203

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## BASIC INFORMATION

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Gender : Female  
Date of Birth : May 1,1997  
Age : 25  
Birth Place : Olongapo City, Philippines  
Marital Status : Single  
Citizenship : Filipino  
Height : 5'5 ft.  
Weight : 127.868  
Religion : Roman Catholic

## WORK EXPERIENCE

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Position : Encoder  
Company : Profood International Corporation  
Address : Maguikay, Mandaue City, Cebu, Philippines  
Duration : Jul. 2018-Dec. 2018

### Duties and Responsibilities:

- Accurately and efficiently encode all data that needs organizing and recording
- Confirm that entered data accurately aligns with original documentation
- Organize and maintain original paper evidence
- Assure files are properly prepared and saved to backup drives
- Self-audit your work checking for errors or duplication
- Organize files in a logical and manageable fashion
- Adhere to and meet set schedules and deadlines
- Input, track, and maintain all encoded data and records
- Perform any other office tasks that management requires assistance with (sending emails, answering phones, etc.)
- Report any major errors or inconsistencies to upper management
- Maintain report logs of in-progress and/or completed work.

## EDUCATIONAL BACKGROUND

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<b>Elementary</b>	<b>Year [From] - [To]</b>
School: San Agustin Elementary School Address: San Agustin, Baybay City, Leyte, Philippines	2003 - 2009
<b>Secondary</b>	
School: Bunga National Highschool Address: Bunga, Baybay City, Leyte, Philippines	2009 – 2013
<b>Tertiary</b>	
Course: Bachelor in Science of Agriculture (Graduate) School: Visayas State University Address: Visca, Baybay City, Leyte, Philippines	2014-2018
<b>Special Certificate</b>	
<b>NC II – Organic Agricultural Production</b>	2021-2022

## SKILLS

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|---------------------------------|-------------------------------------|
| ▪ Team Work                     | ▪ Strong work ethic                 |
| ▪ Oral communication            | ▪ Continuous learning               |
| ▪ Creativity                    | ▪ Can work with minimum supervision |
| ▪ Problem solving               | ▪ Field Farming                     |
| ▪ Decision making               |                                     |
| ▪ Knowledge in Microsoft Office |                                     |

## CHARACTER REFERENCES

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Allan Miano  
Manager (Profood International Corporation)  
09179678063

Jessa D. Gusela  
Supervisor (Profood International Corporation)  
Maguikay, Mandaue City, Cebu, Philippines  
09750186900

Apryll Lou A. Borinaga  
PCA-CCDO (Cebu Coconut Development Officer)  
Camotes Island, Cebu, Philippines  
09158561545