

## **Michelle G. Dulosa**

Brgy. San Pedro, Albueria, Leyte 6542

Email: dulosamichelle@gmail.com

Mobile No.: 0995 148 0472



## **PROFESSIONAL OBJECTIVE**

### **Immediate Objective:**

- To be able to be employed as Administrative Aide VI (Clerk III) at the Director for Admin. & Human Resource Devt. Office.

### **Long-Term Objective:**

- To make use of my interpersonal skills to achieve goals of the company and to expand my learning, knowledge, and skills.

## **PERSONAL INFORMATION**

Age:	22
Sex:	Female
Date of Birth:	Nov. 25, 1998
Place of Birth:	Albueria, Leyte
Marital Status:	Single
Height:	5'2
Weight:	50 kilograms
Citizenship:	Filipino
Religion:	Iglesia Ni Cristo (INC)
Language Spoken:	Cebuano, Tagalog, English
Name of Father:	Gerardo Balbarino Dulosa
Name of Mother:	Ma. Gina Gimenez Dulosa

## **EDUCATIONAL ATTAINMENT**

### **Visayas State University**

Baybay City, Leyte 6521-A

Bachelor of Science in Agricultural and Biosystems Engineering

2015-2020

### **Dr. Geronimo B. Zaldivar Memorial School of Fisheries**

Hilario Barte St., Poblacion Albueria, Leyte 6542

Graduated

2014-2015

**Albuera North Central School**

Real St. Poblacion, Albuera Leyte, 6542

Graduated

2010-2011

**WORK EXPERIENCES**

- Sales Lady  
J&C Lucky 99 Store  
June - July 2017  
Ormoc City, Leyte
  
- Facilitator of Alternative Learning System – Volunteer  
New Era University  
April - June 2016  
Albuera, Leyte
  
- Registration Officer I  
Philippine Identification System  
October - December, 2020  
Tacloban City, Leyte

**EXTRA CURRICULAR ACTIVITIES**

- Member of Philippine Society of Agricultural Engineers – Visayas State University Chapter – VSU, June 2015 – 2020
- Member of Philippine Society of Agricultural Engineers – Visayas Chapter – VSU, June 2015 – 2020
- Member of Philippine Society of Agricultural Engineers – National Chapter – VSU, June 2017 – 2020

**TRAININGS AND SEMINARS ATTENDED**

- Green Technology Seminar  
November 9, 2017  
VSU Convention Center, Visayas State University
  
- Seminar during College of Engineering Week 2018  
February 22, 2018  
Center for Continuing Education, Visayas State University
  
- Global Competitive Agricultural and Biosystems Engineers Seminar  
February 3, 2018  
VSU Convention Center, Visayas State University

- Philsys Pre-registration Provincial Level Training  
October 1-3, 2020  
Sabin Resort Hotel, Ormoc City

## **SUMMARY OF QUALIFICATIONS**

- Attended several seminars which promotes agricultural engineering innovations
- Proficient in Microsoft Office
- Proficient in AutoCAD
- Can do multi-tasking
- Can work under pressure

## **TALENT AND SKILLS**

- Project management
- Organizational and communication skills
- Development Skills

## **LANGUAGES**

- Cebuano (Native)
- Tagalog
- English

## **REFERENCES**

### **Arthur It. Tambong, FPSAE**

Head and Professor III

Department of Agricultural and Biosystems Engineering

Visayas State University

### **Glomera Valderama**

Manager

J&C Lucky 99 Management & Development Inc.

San Carlos, Negros Occidental

### **Ghanda Bernandino, PhD.**

Executive Secretary

Leyeco V Electric Cooperative, Inc.

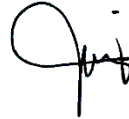
Talisayan Albueria, Leyte

**Julia Ann Seno**

Administrative Officer III

Albuera Police Station

Sto. Niño, Poblacion Albuera, Leyte

A handwritten signature in black ink, appearing to read 'Michelle G. Dulos', with a stylized flourish at the end.

**MICHELLE G. DULOSA**

Applicant's Signature