

# Jezza Mae B. Enopia

Present Address: **Brgy. Hilusig, Mahaplag, Leyte**

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## OBJECTIVE

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To obtain a challenging position in a dynamic organization where I can utilize my skills, enhance my knowledge, and contribute to the success of the company while growing professionally.

## SKILLS AND ABILITIES:

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Technical skills:

- Laboratory Techniques: Gel electrophoresis, UV-Vis spectrophotometry, DNA extraction (Human and Plant), tissue culture, and colorimetric tests
- Data Management: Proficient in data entry and record keeping
- Software Proficiency: Microsoft Office Suite (Excel, Word, PowerPoint), RStudio for statistical analysis, and ImageJ software
- Programming: Basic C and C++ programming
- Sales & Administrative Skills: Order processing, inventory management, customer service, and cross-departmental coordination.
- Human Resources Support: Recruitment assistance, employee records management, and handling HR-related queries.

Languages:

- Filipino (Native-level)
- English
- Cebuano (Bisaya and Waray-waray)

## EDUCATIONAL BACKGROUND

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**Bachelor of Science in Biotechnology**

**Major in Plant Biotechnology**

Visayas State University

Visca, Baybay City, Leyte, 6521

Cumulative GWA: 1.814

**Save Coconut Foundation, Inc. Scholar (2020-2024)**

- **Relevant Coursework:**
  - Environmental Science
  - Cell and Molecular Biology
  - Plant Breeding
  - Biotechnology in Plant Improvement

- Statistical Methods

## INTERNSHIPS

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### **Intern (S.Y 2019-2020)**

Rural Health Unit, Mahaplag

- Engaged in community health initiatives while applying biological knowledge in practical settings.

### **Intern (S.Y 2022-2023)**

Center for Tropical Mushroom Research and Development

Central Luzon State University, Science City of Muñoz, Nueva Ecija

- Gained practical experience in mushroom cultivation and research methodologies.

## WORK EXPERIENCE

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### **AIMS Agri Ventures, Inc.**

#### ***Sales Admin Assistant***

September 09, 2024 – January 31, 2025

Libertad, Palo, Leyte

- Performed sales administrative tasks such as order processing, inventory management, customer support, and bidding documents.
- Temporarily managed human resources functions, including recruitment, employee records, and assisting with HR-related queries.
- Supported cross-departmental coordination to ensure efficient operations.
- Enhanced organizational efficiency by handling dual responsibilities effectively.

## CHARACTER REFERENCE

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### **MARY ROSENA C. CATINDOY**

*Sales Supervisor*

*Alangalang, Leyte*

09632682177

### **MARICRIS T. CELIS**

*Parts and Service Admin Staff*

*Tanauan, Leyte*

09380369102

### **IAN O. VILLAMOR**

*Sales and Operation Manager*

*Cavite City*

09971959785

## RESEARCH EXPERIENCE

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**Thesis:** Enhancing the Drought Tolerance of In Vitro Cultivated Soybeans (*Glycine max*) Using Mesoporous Silica Nanoparticles

- Conducted experiments to improve crop resilience, contributing to sustainable agricultural practices.

**High School Research Project:** Description of Nibga Creek Along Palanogan Segment in Mahaplag, Leyte

- Awarded first place for comprehensive analysis and presentation at the regional level.

## ACHIEVEMENTS

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- 3<sup>rd</sup> Placer, Poster Competition, National Biotech Week
- College Honor, Visayas State University (2022-2024)

## TRAINING AND SEMINARS

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- Plant Tissue Culture Training in National Abaca Research Center
- Regional Crop Biotechnology Symposium
- Pinoy Biotech for Us
- EARTH BIOGENOME PROJECT: Philippine Efforts
- Getting into the ROOT of it: Physiological and Genetic Mechanisms of Lateral Root Formation for Drought Resilience of Rice.
- Agricultural Biotechnology Seminar Series 2023 – Seminar 3: Enabling Biotechnological Innovations and Policies in Agriculture – Promoting Food Availability and Security
- Intensive Training on Mushroom and Spawn Cultivation – CLSU
- Mushroom Clinic: Troubleshooting on The Technical Aspects of Mushroom Pharming - CLSU