



MONA NENA B. GERALDO

Baybay City, Leyte

(+63)9359468586

monanena.geraldo@vsu.edu.ph

JOB QUALIFICATIONS:

- Hardworking and willing to render overtime
- Eager and interested to do the task
- Consistently keeps a positive attitude towards helping people
- Cooperatively works with others to produce and deliver required work
- Can work under pressure with less supervision

PERSONAL INFORMATION:

Date of Birth:	November 4, 1986
Place of Birth:	City of Baybay
Age:	35
Civil Status:	Married
Spouse Name:	Arian Wen R. Geraldo
	Machine Operator at Taichung, Taiwan
Language Spoken:	English, Tagalog and Cebuano

EDUCATIONAL BACKGROUND:

ELEMENTARY

Baybay South Central School

1993-1999

-Band Majorette

HIGH SCHOOL

Baybay National High School

1999-2003

-Classroom Officer

-Classroom honor

COLLEGE

Visayas State University

Bachelor of Science in Agribusiness

2011-2015

ELIGIBILITY:

- Career Service Professional Eligibility

Rating: 82.22%

Date of Examination: August 6, 2017

Place of Examination: Saint Joseph College Maasin City

PROFESSIONAL SKILLS:

- Goal-oriented
- Self-directed and able to complete task with limited supervision
- Team player
- With pleasing personality, hardworking and willing to be trained
- Computer Proficient

EMPLOYMENT HISTORY:

- Former Store Crew/Cashier at Fresh Berry Foods Corp. (Goldilocks Baybay)
(April 2016- April2017)

SEMINARS AND TRAININGS ATTENDED:

- Business Forum With Guest Speaker "Sandy Javier" Of Andoks
Visayas State University, Visca, Baybay City, Leyte
- Personality Development and Business Ethics Seminar
Visayas State University, Visca, Baybay City, Leyte
- *Pre-Employment Seminar And Labor Employment*
Visayas State University, Visca, Baybay City, Leyte
- *Vsucc Basic Cooperative Seminar*
Visayas State University, Visca, Baybay City, Leyte
- *Orientation On Basic Customer Service And Work Values*
Visayas State University, Visca, Baybay City, Leyte
- *Risk Assessment And Documentation Training*
Visayas State University, Visca, Baybay City, Leyte

CHARACTER REFERENCE:

- Ms. Angelita Paradero
Instructor
Department of Business Management
Visayas State University
- Louella C. Ampac
Financial Management Director
Visayas State University
- Alicia M. Flores
OIC, Budget Head
Visayas State University