

Hi! I'm



GRACE L. MOLLENO

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0912 510 7778

SKILLS

- ✧ Business Registration
- ✧ Basic Bookkeeping
- ✧ General Business Management
- ✧ Organizational Capacity Building Using Organizational Capacity Assessment (OCA) Tool
- ✧ Teaching Skills
- ✧ Public Speaking
- ✧ Good in Filipino, English, and Cebuano; with basic knowledge of the Waray dialect
- ✧ Communication and Organizational Skills
- ✧ Critical Thinking and Active Listening
- ✧ Patience and Motivational Skills
- ✧ Creative Thinking
- ✧ Interpersonal and Leadership Skills
- ✧ Time Management Skills
- ✧ Capacity for Teamwork
- ✧ Driving Skills (Restriction 1)
- ✧ Tech Savy
- ✧ Computer skills:
 - Microsoft Office: PPT, Word, Excel, Publisher
 - OpenOffice
 - SPSS
 - Lindo
 - Excel QM
 - Photoshop
 - Canva
 - Prezi

CURRICULUM VITAE

Objectives



To demonstrate my passion, experience, and skills in teaching and organization in academe, research, and extension; and faithfully carry out given tasks effectively, efficiently, and beyond expectations with good leadership.

Personal Details



Age: 33
Status: Married
Address: Sitio Gasa, Brgy. Palhi, Baybay City, Leyte 6521
Date of Birth: October 13, 1990
Place of Birth: Biñan, Laguna

Educational Background



MASTER'S DEGREE

August 2023 **Visayas State University**
Baybay City, Leyte
Master of Management Major in Business Management
✧ ***Publication: OPTIMIZING PROFIT FROM COCONUT SAP-BASED PRODUCTS AT DIFFERENT INVESTMENT LEVELS (Science and Humanities Journal)***
✧ CHED Scholar

BACHELOR'S DEGREE

June 2019 **Visayas State University**
Baybay City, Leyte
Bachelor of Science in Agribusiness
✧ Magna Cum Laude; GPA 1.40
✧ ***Special Problem: ASSESSING ORGANIZATIONAL PERFORMANCE OF COMMUNITY-BASED ORGANIZATIONS: AN ORGANIZATIONAL CAPACITY ASSESSMENT APPROACH***
✧ Tulong Dunong Scholar

March 2012	Trimex Institute of Science and Technology Biñan City, Laguna Hotel and Restaurant Services Barangay Scholar 58 Units
June 2008	Malayan Colleges Laguna Cabuyao City, Laguna Hotel and Restaurant Management Valedictory Scholar/ J.P. Rizal Scholar 38 Units

SECONDARY EDUCATION

March 2008	Science and Technology High School Santa Rosa City, Laguna Valedictorian, Best in Math
March 2004	Regina Coeli School, Inc. Santa Rosa City, Laguna 5 th Honor, Best in Math

Work Experiences



EXTENSION AND CONSULTANCY

Apr. 2024—Jun. 2024	Business Development Officer Profiling of Coconut MSMEs, farmers, and People's Organizations under the RAPID Growth Project in Southern Leyte Department of Trade and Industry Provincial Office, Tacloban
Jan. 2024—Apr. 2024	Business Development Service Provider Department of Trade and Industry Department of Agriculture Contributor of the following: <ul style="list-style-type: none"> ✧ Manual of Operations: Shrimp and Other Marine-Based Processing Shared Service Facility of Villahermosa Oriental Farmers and Fisherfolks Association (VOFFA) ✧ Market Trends and Prospects of the Eastern Visayas Jackfruit Industry Roadmap (2023-2028)

Nov. 2023—Dec. 2023	<p>Business Development Officer Profiling of Cacao MSMEs, farmers, and People's Organizations under the RAPID Growth Project in Leyte Department of Trade and Industry Provincial Office, Tacloban</p>
Jan. 2023—Oct. 2023	<p>Business Consultant at KEA Management Consultancy Services, Pangasugan, Baybay City, Leyte</p> <p>Wrote the following approved and funded Investment Plans under KAMMPIL AgriCoop, Jaro, Leyte:</p> <ul style="list-style-type: none"> ✧ Business Plan for Virgin Coconut Oil Production of Tag-oyango Multipurpose Cooperative ✧ Business Plan for the Eighty (80) Blue Crab Traps Project ✧ Business Plan for Rhode Island Red Chicken Farm Project of AMMMA Katipunan, Inc. ✧ Community Nursery Farm Business Plan of AMMMA Katipunan, Inc. ✧ Bagoong at Patis Balayan Business Plan of ANAK Balayan, Inc. ✧ Dried Fish Production of Island of Samar and Leyte Agriculture Cooperative (ISLACO) ✧ A Business Plan on Banana Flour Processing of Barangay Calube Farmers Multipurpose Cooperative (BACFA MPC) ✧ A Pilot Business: Community Organically Grown Rice and Food Center of DICADI Agriculture Cooperative ✧ Palay Trading and Marketing Enterprise linked with the National Food Authority (NFA) of PATANOM Iloilo Farmer, Inc. ✧ Business Plan for Cassava Flour Processing of KAMADA ARC Cooperative ✧ Business Investment on Palay Trading and Rice Processing Project of MAALSADA Farmer Irrigators Agriculture Cooperative (MAALSADA FISCO)
Nov. 2022—Dec. 2022	<p>Business Development Officer Profiling of MSMEs, farmers, and People's Organizations under the RAPID Growth Project in Region VIII Department of Trade and Industry Regional Office, Tacloban</p>

Jan. 2022—Oct. 2022

Business Development Service Provider of the Department of Trade and Industry, Provincial Office, Sagkahan, Tacloban City

Wrote the following approved and funded Investment Plans under the RAPID Growth Project:

- ✧ Cacao Farm Recovery Project of Ilag Integrated Farmers Association
- ✧ Cacao Farm Recovery Plan of KARF Irrigators' Association, Inc.
- ✧ Cacao Expansion Project of Cacao Farmers Association of Matag-ob (CAFAM)
- ✧ Zewil Primo Business Plan
- ✧ Cacao Farm Recovery Project of Tautag Anthurium and Vegetables Growers Association (TAVEGA)

TEACHING EXPERIENCE

Aug. 2021—Jan. 2022

College Instructor at Visayas State University, Baybay City, Leyte

BUSINESS EXPERIENCE

2018 — Present

Owner/ Manager of Five Shepherds' Planting Materials and Agri-products, Candadam Baybay City, Leyte

Jul. 2019—Aug. 2021

Negosyo Center Business Counsellor at NC-VSU Department of Trade and Industry

OTHER EXPERIENCES

2012 — 2013

Cashier at Super 8 Grocery Warehouse, Balibago, Santa Rosa, Laguna

2011 — 2012

Production Operator at Laguna Autoparts Manufacturing Corporation, Santa Rosa, Laguna

2010 — 2011

Receptionist at Mariposa Budget Hotel, Santa Rosa, Laguna

2007 — 2008

Cashier at Mc Donald's Waltermart, Balibago, Santa Rosa, Laguna

2006 — 2007

Tutor of Elementary Students in Golden City, Santa Rosa, Laguna

Affiliations



- 2017 – 2018 ✧ Member of Kabalikat Civicom
- 2015 – 2019 ✧ Member of the Society of Agribusiness Students at Visayas State University
- 2007 – 2008 ✧ Actress in the Theatre Arts Club of Santa Rosa Science & Technology High School

Training and Seminars



TRAINING AND SEMINARS CONDUCTED/ FACILITATED

- 2021 **Simplified Bookkeeping for Non-accountants and eBIR Forms Webinar**
Technology Business Incubator (TBI)
Visayas State University, Baybay City, Leyte
Resource Person (8 hours)
- 2021 **Scaling Up Competitiveness Through Effective Use of IP System**
Department of Business Management
College of Management and Economics
Visayas State University, Baybay City, Leyte
Facilitator (8 hours)
- 2021 **Enhancing Business Skills through BEST Game and Simplified Business Planning Seminar and Workshop**
BPLO, CSWDO, LGU-Baybay
Negosyo Center Baybay
Department of Trade and Industry
Resource Person (8 hours)
- 2021 **Business Expenses Savings Training (BEST) Game and Simplified Business Registration Forum**
Negosyo Center Matalom,
Department of Trade and Industry
Resource Person (8 hours)
- 2021 **Entrepreneurial Minsetting and Negosyo Center Services**
CAFGU Active Auxillary (CAA) Enhancement Training
Villa Solidaridad, Baybay City, Leyte
Resource Person (8 hours)

2021	Product Pricing and Costing with Current Good Manufacturing Practices Negosyo Center Hilongos Department of Trade and Industry Resource Person (8 hours)
2021	Simplified Bookkeeping for Non-accountants and eBIR forms Seminar Negosyo Center-VSU, Baybay Department of Trade and Industry Facilitator (8 hours)
2020	Product Pricing and Costing Negosyo Center Hindang Department of Trade and Industry (8 hours)

TRAINING AND SEMINARS ATTENDED

2024	Teaching and Learning with Modern ICTs University of the Philippines Open University Massive Open Distance eLearning (4 weeks)
2024	Virtual Assistant Training Clair Voyance (2 weeks)
2023	Principles of Graphic Design University of the Philippines Open University Massive Open Distance eLearning (16 hours)
2021	Negosyo Ko, IPO-Protect Ko Intellectual Property Office of the Philippines Department of Trade and Industry (8 hours)
2020	Enterprise Development Training on Livestock Production Seminar Negosyo Center Baybay Department of Trade and Industry (8 hours)

2019	Small Business Counselors Course 101: Diagnosing an Enterprise University of the Philippines - Institute for Small-Scale Industries (ISSI) Department of Trade and Industry Hotel Alejandro, Tacloban City, Leyte (40 hours)
2019	Rapid Growth Orientation, Green and Gender Responsive Value Chain Analysis (GGRVCA), and Social Media Workshop Department of Trade and Industry Palo, Leyte (24 hours)
2019	Capacity Development on Business Expense Savings Training (BEST) Game for Leyte Negosyo Center Business Counselors Department of Trade and Industry Tacloban City, Leyte (16 hours)
2019	Success Story Writing Skills and Digital Literacy Training Department of Trade and Industry Hotel Alejandro, Tacloban City, Leyte (24 hours)
2018	Breaking the Limits: Be an Effective Speaker Department of Business Management Visayas State University, Baybay City, Leyte (8 hours)
2018	Educational tour in Negosyo Center Cebu, Cebu Federation of Dairy Cooperatives, Liwayway Marketing Corporation, Obra Cebuana Furniture Designs, Inc., Profoods International Corporation, Susing's Guitar Factory Cebu City (48 hours)
2018	Youth Entrepreneurship: Entrepreneurial Mindsetting and Business Planning Negosyo Center Baybay, Department of Trade and Industry Visayas State University, Baybay City, Leyte (8 hours)
2018	Strategic Marketing for Inclusive and Sustainable Agribusiness Department of Business Management, Visayas State University, Baybay City, Leyte (8 hours)

Certificates/ Awards/ Licenses



2019	Magna Cum Laude Visayas State University, Baybay City, Leyte
2019	Honor Graduate Eligibility Civil Service Commission- RO VIII
2019	Best Enterprise Assessment Report University of the Philippines - Institute for Small-Scale Industries (ISSI)
2024	Scholarship Award Clair Voyance
2024	Driver's License H12-15-002745

Character References



Alyanna Alcober

Value Chain Facilitator
RAPID Growth Project
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I hereby, certify that the above information is true and correct to the best of my knowledge.



Grace L. Molleno
Applicant