

JUNARD C. GUCELA

Brgy. San Agustin, Baybay City, Leyte, Philippines 6521
09355489799
Jhenard.1105@gmail.com

PROFESSIONAL OBJECTIVE

Objective/s:

To perform a variety of clerical and administrative duties, contribute my experienced, my skills and interest and learn more.

PERSONAL BACKGROUND

Date of Birth: June 11, 1988	Age: 32 years old
Religion: Catholic	Citizenship: Filipino
Place of Birth: Brgy. San Agustin, Baybay City, Leyte	Status: Single
Name of Father: Raul R. Gucela	
Name of Mother: Erlinda C. Gucela	

EDUCATIONAL BACKGROUND

Visayas State University
Bachelor of Science in Food Technology
April 2011

Bunga National High School
March 2005

San Agustin Elementary School
March 2001

EXPERIENCE

Visayas State University
University Student Services Office
Clerk/Job Order
January 2016 - Present

SEMINAR/ TRAINING ATTENDED

- | | |
|--------------------------------------------------------------------|------------------------|
| • Orientation Workshop Among
JO Clerks & Laboratory Technicians | VSU-January 15, 2019 |
| • Document Tracking System | VSU- November 13, 2020 |
| • ISO 9001:2015 Awareness/Re-awareness | VSU- November 27, 2020 |
| • Control your Records Before they control you | VSU- January 27, 2021 |

COMPUTER SKILLS

- Knowledgeable in using Microsoft Office application

OTHER SKILLS

- Dancing
- Singing

LANGUAGES

- Cebuano
- Filipino
- English

REFERENCES

Prof. Manolo B. Loreto, Jr.
Dean of Student
VSU, Visca, Baybay City, Leyte
09176341432

Dr. Lilian B. Nuñez
Director of ISRDS
VSU, Visca, Baybay City, Leyte
09751285910

Dr. Aleli A. Villocino
Vice President Student Affairs Services
Visayas State University
Visca, Baybay City, Leyte


JUNARD C. GUCELA
Applicant's Signature