

SHAINA MAE D. ORIT

Address: Dongon, Maasin City,
Southern Leyte

Phone: 09518336381

E-mail: oritaimae27@gmail.com



OBJECTIVE

Results-driven business administration graduate with a strong academic background and a passion for driving organizational growth. Seeking a challenging position in your company to utilize my analytical skills, strategic mindset, and leadership abilities to contribute to the company's success and further develop my professional capabilities.

EDUCATIONAL ATTAINMENT

Tertiary

THE COLLEGE OF MAASIN

Tunga-Tunga, Maasin City, Southern Leyte

**Bachelor of Science in Business
Administration Major in Financial
Management**

Senior High School

DONGON NATIONAL HIGH SCHOOL

Dongon, Maasin City, Southern Leyte

Junior High School

DONGON NATIONAL HIGH SCHOOL

Dongon, Maasin City, Southern Leyte

Elementary

DONGON ELEMENTARY SCHOOL

Dongon, Maasin City, Southern Leyte

ELIGIBILITY

March 3, 2024

Civil Service-Career Service Passer
Professional Level
Eastern Visayas Region

WORK EXPERIENCE

January 2023-May 2023

Internship
The College of Maasin Registrar's Office

January 2024-January 2025

Inventory Verifier
Gaisano Grand Mall Maasin

SOFT SKILLS

- Interpersonal Communication Skills
- Adaptability
- Attention To Detail
- Teamwork
- Creativity

TECHNICAL SKILLS

- Oriented in Microsoft Office Applications such as;
 - ✓ Microsoft Office Word
 - ✓ Microsoft Office PowerPoint
 - ✓ Microsoft Excel
- Writing Skills;
 - ✓ Editing
 - ✓ Spelling
 - ✓ Grammar

CHARACTER REFERENCE

ALJERITO SANCHEZ	Store Operations Manager- Gaisano Grand Mall Maasin	09359418347
RUDY LAMOSTE	Store Operations Manager- Gaisano Grand Mall Maasin	09298339658