



09682168172



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Brgy. Catublian, Hinunangan,  
Southern Leyte, Philippines

## PERSONAL INFORMATION

Birthdate: December 30, 1998

Birthplace: Hinunangan, Southern Leyte

Civil Status: Single

Age: 23 years old



## OBJECTIVE

Dependable applicant, who desires to use my knowledge on management (financial, marketing, operations/production and personnel aspects) for this open job position. Seeking to leverage meticulous bookkeeping, financial reports making and analytical skills for future research or survey projects.

# Riza Mae ABADENAS

## JOB APPLICANT



## SKILLS

- Able to write research papers, case studies, marketing plan, feasibility studies, business proposals, and other related papers
- Knows how to use Microsoft applications to make office documents and process and analyze survey data
- Has proficient knowledge about financial reports (income statement, balance sheet, etc.) and is able to make them
- Able to record, monitor and organize necessary documents such as inventories, sales reports, etc.
- Has an ability to adapt to new environment
- Can work under pressure and minimal supervision



## EDUCATION

### TERTIARY

BS AGRIBUSINESS (2020)  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte



## EXPERIENCE

### INTERNSHIP

Ecological and Agricultural Development Foundation Inc. (ECOAGRI)

February-November 2020



## AFFILIATIONS

### TERTIARY

#### Facilitator

Undergraduate Seminar  
2019-2020

#### Auditor

Ambassadors for Christ (AC)  
Campus Ministry  
2019-2020

#### Member

Society of Agribusiness Students  
2017-2020

### COMMUNITY

#### President

TASK Force  
2016-2017

#### Board Member

TASK Force  
2017-2018



## SEMINARS

- LEADERSHIP SEMINAR: PURPOSE-DRIVEN ORGANIZATION: Aug. 2019
- SPSS WORKSHOP: Sept. 11, 2019
- GENDER SENSITIVITY AND ANTI-SEXUAL HARRASMENT ORIENTATION: Nov. 29, 2019
- CRAFTING A RESUME: Dec. 16, 2019
- BEHAVIORAL CONSIDERATIONS: Dec. 16, 2019
- BANKING TRANSACTIONS AND PRODUCT OFFERS: Dec. 16, 2019
- DISASTER PREPAREDNESS TRAINING-SEMINAR: April 21, 2018

## CERTIFICATION

- NATIONAL CERTIFICATE II (NC2) IN ORGANIC AGRICULTURE PRODUCTION



## REFERENCES

### NILDA T. AMESTOSO

Former Department Head  
of Visayas State University

### LYKA T. ARTUGUE

Research Assistant at Visayas State University  
09709950293

### DANNY P. ESCARMOSO

Core Staff of ECOAGRI