

# HAZEL MAY V. DE LA TORRE

Birthdate: May 11, 1997  
Religion: Iglesia Ni Cristo  
Birthplace: Ormoc City  
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## EDUCATIONAL BACKGROUND

### POST GRADUATE- **MASTERS OF MANAGEMENT**

Major in Business Management  
Visayas State University (VSU Main-Baybay)  
39 units taken

### GRADUATE- **BACHELOR OF SCIENCE IN AGRIBUSINESS**

(College) Visayas State University (VSU Main Baybay)  
Batch 2018  
GPA 1.79

### GRADUATE- **NEW ORMOC CITY NATIONAL HIGH SCHOOL**

Consistent Science and Technology Class Student  
High School Diploma and Organizational Awards  
Batch 2014

### GRADUATE- **COGON CENTRAL SCHOOL**

Class Valedictorian  
School Journalist  
Batch 2009

## SHORT COURSES

### GRADUATE- **SMALL BUSINESS COUNSELOR'S COURSE (SBCC 101)**

University of the Philippines  
Institute of Small-Scale Industries  
Batch 2019

## ELIGIBILITY/LICENSE

- |                                     |               |                |
|-------------------------------------|---------------|----------------|
| • CSC Professional Eligibility      | 81.68%        | March 17, 2019 |
| • Non-Professional Driver's License | H03-19-003151 | 2024/05/11     |

## **WORK EXPERIENCE**

**STUDENT ASSISTANT:** OFFICE of the UNIVERSITY REGISTRAR  
2/F Administration Building  
Visayas State University Visca, Baybay, Leyte  
January-February 2018

### Task and Functions:

- Assist students in handling academic matters.
- Greet students and assist them in admission processes.
- Counsel and instruct students on college procedures and processes.
- Handle and respond to student inquiries.
- Handle and process student admission forms.
- Maintain and manage student files in an organized manner.
- Perform administrative duties
- Assist and support teaching faculty in their daily tasks.

**SCIENCE RESEARCH ASSISTANT:** RESEARCH SERVICES OFFICE  
Andaya Building, P. Inocentes St., P.I. Garcia  
Biliran Province State University  
(erstwhile Naval State University)  
Naval, Biliran, 6543  
August 20, 2018 - May 7, 2019

### Tasks and Functions:

- Facilitate the conduct of University-funded researches of faculty
- Propose and conduct researches relevant to the thrusts and agenda of the Research Services Office (RSO)
- Assist the Heads and Director of the RSO in the processing and analysis of data, consolidation and writing of research report, and preparation of research presentations
- Assist the RSO Heads and Director in mentoring and coaching faculty and student researches in the areas of research problem conceptualization, research designing and sampling, statistical analysis (e.g. Minitab, SPSS, LINDO, QFD Template designs, AHP, Markov analysis, break-even analysis, correlation, regression, ANOVA, etc.) use of decision making tools (e.g. Ishikawa Diagram, Decision Tree, Decision Theory using probabilities), preparation of review and related literature (RRL), research ethics, presentation of results, and application for intellectual property protection.
- Assist the Vice-president for Planning, Research and Extension and Production Services (PREPS) and the Heads and Director of RSO in developing, monitoring, and evaluating relevant Research and Development Programs; and
- Perform other related duties and responsibilities as the University President or the Board may prescribe from time to time related to the duties and functions of the RSO.

**NEGOSYO CENTER  
BUSINESS COUNSELOR:**

DEPARTMENT OF TRADE AND INDUSTRY  
Negosyo Center VSU  
VSU Technomart and Pasalubong Counter  
Brgy. Pangasugan, Baybay City, Leyte  
July 1, 2019 – July 1, 2021

**Tasks and Functions:**

- Provide/facilitate the various services being offered by the center to include, but are not limited to Business Registration; Business Advisory; and Business Information and Advocacy.
- To review, analyse/process, and package relevant business data needed by the clients, particularly the MSMEs;
- To implement projects and conduct activities of the center that will impact in the growth of the clients, particularly the MSMEs
- Assist in the development of linkages with the service providers, industry associations, private companies and government agencies;
- To attend trainings, seminars and other capability-building activities that will improve the delivery of services to the clients, particularly the MSMEs;
- To monitor and recommend business process improvements for MSMEs as well as the performance of the center/s; and
- To perform other functions as may be assigned.

**MARKETING OFFICER:**

RODRIGUEZ BURGER AND BREAD CORPORATION  
Mayong's Head Office  
Ormoc City  
October 6, 2021 – December 1, 2021

**Task and Functions:**

- Contribute in the implementation of marketing strategies
- Support the marketing manager in overseeing the department's operations
- Organize and attend marketing activities or events to raise brand awareness
- Plan advertising and promotional campaigns for products or services on a variety of media (social, print etc.)
- Liaise with stakeholders and vendors to promote success of activities and enhance the company's presence
- See all ventures through to completion and evaluate their success using various metrics
- Prepare content for the publication of marketing material and oversee distribution
- Conduct market research to identify opportunities for promotion and growth
- Collaborate with managers in preparing budgets and monitoring expenses

## **TRAININGS AND SEMINARS ATTENDED**

January 14, 2021	BUSINESS MODEL WEBINAR by Mr. Josiah Go Department of Trade and Industry
September 29, 2020	NEGOSYO KO IPO-PROTECT KO: "SCALING UP COMPETITIVENESS OF MSMES THROUGH EFFECTIVE USE OF THE IP SYSTEM Intellectual Property of the Philippines
September 10, 2020	PRODUCT QUALITY AND STANDARDS COMPLIANCE ONLINE ORIENTATION SERIES: FDA LICENSE TO OPERATE (LTO) AND CERTIFICATE OF PRODUCT REGISTRATION Department of Trade and Industry
November 22, 2019	BUSINESS, EXPENSE, SAVINGS TRAINING (BEST) GAME AND FINANCING OPPORTUNITIES SEMINAR Department of Trade and Industry Bato, Leyte
November 18 – 21, 2019	RAPID GROWTH ORIENTATION, GREEN AND GENDER RESPONSIVE VALUE CHAIN ANALYSIS AND SOCIAL MEDIA WORKSHOP Department of Trade and Industry Oriental Hotel, Palo, Leyte
October 22, 2019	BOI-LOKAL (BOARD OF INVESTMENT-LINANGIN ANG OBLIGASYON AT KAKAYAHAN TUNGO SA AKTIBONG LOKAL NA PAMUMUHAY) SEMINAR Department of Trade and Industry The Summit Hotel, Tacloban City
October 11, 2019	BOI INVESTMENT IPP ROADSHOW Department of Trade and Industry The Summit Hotel, Tacloban City
September 30 – October 1, 2019	CAPACITY DEVELOPMENT TRAINING  Department of Trade and Industry Baybayon ni Agalon, Albuera, Leyte
March 28 – 30, 2019	CONSULTATIVE MEETING AND WRITESHOP FOR THE ESTABLISHMENT OF NICHE CENTERS FOR ALL NATURAL FOOD PRODUCTS Research Services Office Hotel Estrella, Tacloban City, Leyte

March 6 – 9, 2019	<p>CAPACITATION ON RESEARCH AND EXTENSION (CORE) II  FOR COLLEGE RESEARCH AND EVALUATOR (CORE) FOR  STATISTICS: SEMINAR ON STATISTICAL TOOLS FOR  RESEARCH USING STATA  Research Services Office  BiPSU Hostel Function Hall A</p>
December 3 – 7, 2018	<p>CAPACITATION ON RESEARCH AND EXTENSION (CORE) II  FOR COLLEGE RESEARCH AND EVALUATOR (CORE) FOR  STATISTICS: SEMINAR ON STATISTICAL TOOLS FOR  RESEARCH USING STATA  Research Services Office  BiPSU Hostel Function Hall A</p>
October 12, 2018	<p>WORKSHOP ON COOPERATION TOWARDS SUSTAINABLE  ENERGY AND INDUSTRIAL POLICY, RESEARCH,  DEVELOPMENT AND EXTENSION AGENDA, AND COMMON  ACTION  Research Services Office  NEDA Regional Office VIII</p>
September 24 – 28, 2018	<p>TRAINING SERIES ON SELECTED QUANTITATIVE  APPROACHES FOR PROJECT IMPACT ASSESSMENT  Research Services Office  2nd Floor Center for Continuing Education (CCE), Visayas State  University, Visca, Baybay, Leyte</p>
September 11 – 12, 2018	<p>Workshop-seminar on Capacitation on Research and Extension  (CORE I)  Research Services Office  NSU Hostel, Naval State University, Naval, Biliran, 6560</p>

## **SKILLS AND KNOWLEDGE**

- Computer Literate
- Proficient in using Microsoft Office
- Research Skills
- Proficient in oral and written communication
- Ability to work under pressure
- Practices time management
- Able to manage and implement social media campaigns
- Adaptable (works in changing environment)
- Able to build relationships
- Loyal and discreet (maintains confidentiality)
- Business skills including knowledge in accounting, manage financial records and client transactions

## **CHARACTER REFERENCES**

**HON. PETER M. RODRIGUEZ**

Chief Executive Officer/Owner  
Rodriguez Burger and Bread Corporation  
Member of Sangguniang Panlungsod  
Local Government Unit  
Ormoc City

**BGEN ZOSIMO A. OLIVEROS PA**

Brigade Commander  
802nd Infantry Brigade, 81D, Philippine Army  
Camp Downes, Ormoc City  
0917-816-9978

**ARD MA. DELIA M. CORSIGA**

Assistant Regional Director  
Department of Trade and Industry  
Regional Office VIII  
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**ENGR. ELVIRA E. ONGY**

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Department of Business and Management  
College of Management and Economics  
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**DR. MARIANNE AGNES T. MENDOZA**

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Research and Innovation  
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