

RESUME

PERSONAL DETAILS



Name: Grace L. Molleno
Address: Sitio Gasa, Brgy. Palhi, Baybay City, Leyte 6521
Mobile no.: 0949 404 6179 / 0945 853 5274
Date of birth: October 13, 1990
Place of birth: Biñan, Laguna
Marital Status: Married
E-mail address: gracelubay.molleno@gmail.com

EDUCATION

June 2019	Tertiary	Visayas State University <i>Baybay City, Leyte</i> Bachelor of Science in Agribusiness Magna Cum Laude GPA 1.40 Tulong Dunong Scholar
March 2012		Trimex Institute of Science and Technology <i>Biñan, Laguna</i> Hotel and Restaurant Services Barangay Scholar
June 2008		Malayan Colleges Laguna <i>Cabuyao, Laguna</i> Hotel and Restaurant Management Valedictory Scholar / J.P. Rizal Scholar
March 2008	Secondary	Science and Technology High School <i>Santa Rosa Laguna</i> Valedictorian, Best in Math, Best in English
March 2004	Primary	Regina Coeli School, Inc. <i>Santa Rosa, Laguna</i> 5 th Honor, Best in Math

OTHER SKILLS

- Basic Business Registration
- Bookkeeping
- Microsoft Office / Open Office
- Driving (Restriction 1)
- Good in Filipino, English, Cebuano; and basic knowledge in Waray
- Interpersonal and leadership skills
- General agribusiness management

WORKING EXPERIENCE

2019 – 2021	Negosyo Center Business Counselor at the Department of Trade and Industry
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

CERTIFICATES

- 2019 **Success Story Writing Skills and Digital Literacy Training**
- 2019 **Capacity Development on Business Expense Savings Training (BEST) Game for Leyte Negosyo Center Business Counselors**
- 2019 **Rapid Growth Orientation, Green and Gender Responsive Value Chain Analysis (GGRVCA) and Social Media Workshop**
- 2019 **Small Business Counselors Course 101: Diagnosing an Enterprise**
- 2021 **Simplified Bookkeeping for Non-accountants and eBIR forms Seminar**
Facilitator (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 **Entrepreneurial Minsetting and Negosyo Center Services**
Resource Person (8 hours)
- 2021 **Business Expenses Savings Training (BEST) Game and Simplified Business Registration Forum**
Resource Person (8 hours)
- 2021 **Enhancing Business Skills through BEST Game and Simplified Business Planning Seminar and Workshop**
Resource Person (8 hours)

CHARACTER REFERENCES

Milagros E. Bales, PhD

Director, Quality Assurance Center and
Associate Professor 5
Department of Agricultural Education and
Extension
Visayas State University, Baybay City, Leyte
09424814524

Elvira E. Ongy, MM

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Management
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I hereby certify that the above information is true and correct to the best of my knowledge and belief.


Grace L. Molleno
Applicant