

# JOANA LIN CAINTIC SY

Home Address: Guadalupe, Baybay City, Leyte

Cell no.: 09393439199

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## PERSONAL INFORMATION

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Date of Birth: January 9, 1989  
Place of Birth: Gabas, Baybay City, Leyte  
Sex: Female  
Nationality: Filipino  
Civil Status: Married  
Languages/Dialects: English, Filipino, Cebuano  
Religion: Roman Catholic  
Height: 150 cm  
Weight: 70 kg

## EDUCATIONAL BACKGROUND

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### ***COLLEGE***

***Visayas State University***

ViSCA, Baybay City, Leyte

Course: Bachelor of Science in Hotel Restaurant and Tourism Management

SY: 2005-2009

### ***SECONDARY***

***Leyte State University Laboratory High School***

ViSCA, Baybay City, Leyte

SY: 2001-2005

### ***ELEMENTARY***

***Guadalupe Elementary School***

Guadalupe, Baybay City, Leyte

SY: 2000- 2001

## WORK EXPERIENCE

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- SCOPRO Optical Inc., Bonifacio Avenue, Mandaluyong City, Quality Assurance/Quality Control, March 2011 - December 2012
- MAJAR Senior Citizen Damayan , Ormoc City, Cashier/Sales Agent, April 2014 - September 2016
- Concentrix CVG Philippines Inc., Lahug, Cebu City, Customer Service Representative, January 2017 - August 2022
- Visayas State University, ViSCA, Baybay City, Leyte, Administrative Aide III, July 05, 2023-Present

## SEMINARS AND TRAININGS ATTENDED

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- Basic Course Training on the RA 9184 and Its Revised Implementing Rules and Regulations Act of 2016  
Date: 11/26/2024-11/28/2024 at VSU Convention Center
- HRIS Software Onboarding  
Date: 12/06/2023 at Visayas State University
- Unlocking Excellence: The 5S Revolution for Clerks and Heads  
Date: 11/29/2023 at Visayas State University
- ISO 9001:2005 Awareness and Re-awareness Seminar  
Date: 08/29/2023 at Visayas State University

## HIGHLIGHTS OF QUALIFICATION

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- Civil Service Passer (Professional Category)
- Hardworking, patient and a fast learner
- Can work with minimal supervision
- Competent & result oriented
- Computer literate

## CHARACTER REFERENCES

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### **Ms. Alicia M. Flores**

Head, Budget Office  
Visayas State University

### **Ms. Rochelle Bulalacao**

Supervisor - Concentrix CVG Philippines Inc.  
Lahug, Cebu City  
Contact no. 0906-307-7461