

# Jezza Mae B. Enopia

Present Address: **Brgy. Hilusig, Mahaplag, Leyte**  
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## PERSONAL STATEMENT

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An organized and proactive professional with a degree in Plant Biotechnology and experience in administrative and human resource functions at AIMS Agri Ventures Inc. Skilled in maintaining compliance, managing documentation, and ensuring operational efficiency. To obtain a challenging position in a dynamic organization where I can utilize my skills, enhance my knowledge, and contribute to the organization's success while growing professionally.

## PERSONAL INFORMATION

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Age : 23  
Birth Date : May 13, 2001  
Civil Status : Single

## SKILLS AND ABILITIES:

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Technical skills:

- Laboratory Techniques: Gel electrophoresis, UV-Vis spectrophotometry, DNA extraction (Human and Plant), tissue culture, and colorimetric tests
- Data Management: Proficient in data entry and record keeping
- Software Proficiency: Microsoft Office Suite (Excel, Word, PowerPoint), RStudio for statistical analysis, and ImageJ software
- Programming: Basic C and C++ programming
- Sales & Administrative Skills: Order processing, inventory management, customer service, and cross-departmental coordination.
- Human Resources Support: Recruitment assistance, employee records management, and handling HR-related queries.

Languages:

- Filipino (Native-level)
- English
- Cebuano (Bisaya and Waray-waray)

## EDUCATIONAL BACKGROUND

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**Bachelor of Science in Biotechnology Major in Plant Biotechnology**  
Visayas State University, Baybay City, Leyte  
2020 – 2024

- Save Coconut Foundation Inc. (SCFI) Scholar (2020 – 2024)
- Relevant Coursework:

Environmental Science, General Botany, Organic Chemistry, Quantitative Inorganic Chemistry, Analytical Chemistry, General Microbiology, Biochemistry, General Zoology, Genetics, Statistical Methods, Introduction to Computing, Proteins and Nucleic Acids, Cell and Molecular Biology, Plant Pathology, Plant Breeding, Recombinant DNA Technology, Biotechnology in Plant Improvement, Computational Biotechnology (Bioinformatics), Bioethics, Plant Development and Molecular Genetics, Risk Assessment and Management, and Trends in Biotechnology.

- Thesis:  
Enhancing the Drought Tolerance of *In Vitro* Cultivated Soybeans (*Glycine max*) Using Mesoporous Silica Nanoparticles
- Activities:
  - **Intern (On-the-job Training)** – Center for Tropical Mushroom Research and Development (Central Luzon State University, Science City of Muñoz, Nueva Ecija)
  - **3<sup>rd</sup> Placer** – Poster Competition National Biotech Week
  - **College Honor** – 2<sup>nd</sup> semester of the academic year 2022 – 2023 and 1<sup>st</sup> semester of the academic year 2023-2024

### Junior High School (2014 – 2018)

Mahaplag National High School – Upper – Brgy. Upper, Mahaplag, Leyte

- Clubs and Activities:
  - **Year Representative** – Supreme Student Government (2014 – 2018)
  - **President** – MNHS-Upper Guild of Performing Arts (2017 – 2018)
  - **Member** – MNHS-Upper Band and Lyre Corps (2015 – 2018)
  - **Winner** – Mr. and Miss Intramurals (2017)
  - **Winner** – Physical Science Investigatory Project Secondary Level Group category – Division Level (2015)
  - **Research Presenter** – Philippine Science High – School – Eastern Visayas Campus – Regional Level (2016)
- Research:
  - Description of Nibga Creek Along Palanogan Segment in Mahaplag, Leyte

### Senior High School (2018 – 2020)

STEM

Mahaplag National High School – San Isidro – Brgy. San Isidro, Mahaplag, Leyte

- Relevant Coursework:  
Computer, Empowerment Technology, Biology, Chemistry, Practical Research, Statistics, Oral Communication, and Work Immersion
- Activities:
  - **Intern (Work Immersion)** – Rural Health Unit – Mahaplag

## WORK EXPERIENCE

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**AIMS Agri Ventures, Inc.**

*Sales Admin Assistant*

September 09, 2024 – January 31, 2025

Libertad, Palo, Leyte

- Performed sales administrative tasks such as order processing, inventory management, and customer support.
- Temporarily managed human resources functions, including recruitment, employee records, and assisting with HR-related queries.
- Supported cross-departmental coordination to ensure efficient operations.

- Enhanced organizational efficiency by handling dual responsibilities effectively.

## CHARACTER REFERENCE

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**MARY ROSENA C. CATINDOY**

*Sales Supervisor  
Alangalang, Leyte  
09632682177*

**MARICRIS T. CELIS**

*Parts and Service Admin Staff  
Tanauan, Leyte  
09380369102*

**IAN O. VILLAMOR**

*Sales and Operation Manager  
Cavite City  
09971959785*

## TRAINING AND SEMINARS

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- Plant Tissue Culture Training in NARC
- Regional Crop Biotechnology Symposium
- Pinoy Biotech for Us
- EARTH BIOGENOME PROJECT: Philippine Efforts
- Getting into the ROOT of it: Physiological and Genetic Mechanisms of Lateral Root Formation for Drought Resilience of Rice.
- Agricultural Biotechnology Seminar Series 2023 – Seminar 3: Enabling Biotechnological Innovations and Policies in Agriculture – Promoting Food Availability and Security
- Intensive Training on Mushroom and Spawn Cultivation – CLSU
- Mushroom Clinic: Troubleshooting on The Technical Aspects of Mushroom Pharming - CLSU

I hereby declare that the above facts and information are true and correct to the best of my knowledge and belief.

  
**JEZAMAE E. ENOPIA**  
Applicant

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