



MARI ANGELA M. OPPURA



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Poblacion Zone 15 Baybay City, Leyte

EDUCATION

College

Franciscan College of the Immaculate Conception Baybay Leyte, Incorporated
Bachelor of Science in Business Administration major in Financial Management
2018-2022

Senior High School

Franciscan College of the Immaculate Conception Baybay Leyte, Incorporated
Accountancy, Business, and Management
2016-2018

Junior High School

Franciscan College of the Immaculate Conception Baybay Leyte, Incorporated
2012-2016

Elementary

Baybay South Central School
2006-2012

WORK EXPERIENCE

Job Order Clerk (Administrative Aide III)
Cash Office (VSU Main Campus)
December 16, 2022 – Present

SPES Staff (Special Program for Employment of Students)
City Planning and Development Office (LGU Baybay)
May 21, 2019 – June 18, 2019

SPES Staff (Special Program for Employment of Students)
City Engineering Office (LGU Baybay)
May 7, 2018 – June 1, 2018

SPES Staff (Special Program for Employment of Students)
Sangguniang Panlungsod (LGU Baybay)
May 2, 2017 – May 29, 2017

SPES Staff (Special Program for Employment of Students)
General Services Office (LGU Baybay)
May 16, 2016 – June 10, 2016

CERTIFICATES / SEMINARS / TRAININGS

- Enhancing Digital Communication: VOIP Phone Mastery and Output Messenger Transition (November 20, 2024)
- Financial Education Stakeholders' Congress 2024 (November 20, 2024)
- Workshop on Process Harmonization for Financial Management System (FMS) for Visayas State University (October 3, 4, and 7, 2024)
- Creating a Positive Workplace for VSU Employees: Integrating Physical and Mental Health Wellness (September 27, 2024)
- ISO 9001:2015 Awareness and Re-awareness Seminar (September 9, 2024)
- Shaping Culture: Embracing Values for Productive Workplace Performance (May 15, 2024)
- Orientation of Guidelines and Procedures on Processes/Services of the Office Under Administrative Services Office (February 23, 2024)
- Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University (November 29, 2023)
- ISO 9001:2015 Awareness and Re-awareness Webinar (August 29, 2023)
- Gender Sensitivity Orientation for VSU Faculty and Staff (July 11, 2023)
- Exploring Initiatives in Solving Water and Sanitation Crisis (March 22, 2023)
- Securing Your Dream Job in the New Normal (April 7, 2022)
- Economic and Financial Learning Program (March 30, 2022)
- Basic of Investing (December 13, 2021)
- Mental Health Awareness for a Better Working Environment (December 6, 2021)
- Human Relations in the Workplace (October 22, 2021)
- The Role of Business in Global Integration (January 27 – 30, 2020)
- Orientation on Youth Entrepreneurship (November 9, 2019)
- Symposium on Illegal Drugs (February 22, 2019)
- 80-hour Sunday School Catechism
- 80-hour Work Immersion
- Bread and Pastry Production NCII
- 600-hour On-the-Job Training

ACADEMIC EXPERIENCE

Extracurricular Activities:

- FCIC College Department – Modern Business Achievers Treasurer (2019-2021)
- FCIC College Department – Cultural and Arts Scholarship Member (2019-2020)
- FCIC College Department – Modern Business Achievers Representative (2018-2019)
- FCIC High School Department – Band and Lyre Corp Member (2013-2018)
- FCIC High School Department – Young Mathematicians Club President (2015-2018)
- FCIC High School Department – Science Club President (2014-2015)
- Baybay II Central School Band Member (2009-2012)

SKILLS

- Computer Skills
- Customer Service Oriented
- Proficient in Microsoft Office Application
- Adaptability
- Communication Skills

ELIGIBILITY

- CSC Subprofessional Examination (March 26, 2023) – 80.79%
- CSC Professional Examination (August 20, 2023) – 80.20%

REFERENCES

LOUELLA C. AMPAC
Visayas State University Baybay City, Leyte

QUEEN-EVER Y. ATUPAN
Visayas State University Baybay City, Leyte