

Name: Helen P. Itable
Permanent Address: Barangay Biasong, Baybay City, Leyte
Contact Number: 09289233760/09815303924
Email Address: helenitable09@gmail.com



OBJECTIVES:

Looking for any vacant job position that encourages growth professionally and personally, where I can also use my existing skills to help achieve the organization's goal.

PERSONAL BACKGROUND:

Full name	: Helen P. Itable		
Nickname	: Len,		
Age	: 23 years old		
Gender	: Female		
Date of Birth	: February 09, 2000		
Place of Birth	: Biasong, Baybay City, Leyte		
Citizenship	: Filipino		
Religion	: Seventh Day Adventist		
Civil Status	: Single		
Height	: 4'11		
Weight	: 45 kilogram		
Father's name	: Hermelino C. Itable	Occupation	: Construction Worker
Mother's name	: Luz P. Itable	Occupation	: Housewife

EDUCATIONAL ATTAINMENT:

Tertiary Education

School	: Visayas State University
Address	: Visca, Baybay City, Leyte
Course	: Bachelor of Science in Agribusiness
School Year	: 2018-2022

Secondary Education:

Senior High School

School	: Baybay City Senior High School
Address	: 30 de Diciembre St., Baybay City, Leyte
Strand	: Accountancy Business and Management-
School Year	: 2016-2018
Honor and Award Received:	With High Honor

Junior High School

School	: Baybay National High School
Address	: 30 de Diciembre St., Baybay City, Leyte
Curriculum	: Science, Technology, Engineering and Mathematics (STEM)
School Year	: 2012-2016



Primary Education

School : Biasong Elementary School
Address : Barangay Biasong, Baybay City, Leyte
School Year : 2006-2012
Honor and Award Received: First Honor and Best in Mathematics

WORK EXPERIENCE:

- Customer Service Representative at Optum Global Solutions Cebu City– (11/18/2022- 08/03/2023)
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SKILLS:

- Communication Skills and Active Listening
- Goal setting and Strong work ethic
- Critical thinking
- Interpersonal skills
- Flexibility & Time management
- Self-motivation, Determination, and Persistence
- Teamwork
- Microsoft Oriented (MS Word, MS PowerPoint, and MS Excel)

LANGUAGES:

- Bisaya/Cebuano
 - English
 - Tagalog/Filipino
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REFERENCES:

- MARLON T. ANDRINO
Institution : Visayas State University
Designation : DBM College Instructor
Contact number : 09356174576/ 09323300787
- CLE MARVEN BALAGA
Institution : Baybay City Senior High School
Designation : Teacher-II
Contact number : 09168794435



► HON. EDGAR B. ITABLE

Barangay Captain
Barangay Biasong, Baybay City, Leyte
09262571284

