

RANNIE BERONDO VERIL

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Personal Information

Date of Birth	:	February 11, 1995
Place of Birth	:	Baybay City, Leyte
Civil Status	:	Single
Religion	:	Born-Again Christian
Residential Address	:	Pangasugan Baybay City, Leyte
Permanent Address	:	Pangasugan, Baybay City, Leyte, 6521
Language	:	English, Tagalog, Cebuano, Bisaya

Educational Background

Jun. 2011 – Apr. 2015	Bachelor of Science in Agribusiness Visayas State University (VSU) Visca, Baybay City, Leyte
Thesis written: <i>Value Chain Analysis of major Vegetable in Barangay Lao Ormoc City, Leyte</i>	
Jun. 2007 – Mar. 2011	Visayas State University Laboratory High School Visca, Baybay City, Leyte <i>With Honor</i>
Jun. 2001 – Mar. 2007	Pangasugan Elementary School Pangasugan, Baybay, Leyte <i>First Honorable Mention</i>

Work and Experiences

- 1. Administrative Aide I**
Visayas State University
Finance Department - Accounting Division
March 2017 – December 2021
- 2. Part-time Instructor**
Department of Business and Management
Visayas State University, Visca, Baybay City, Leyte
June 2015 – June 2016

Skills

Computer Proficient (Microsoft word, Microsoft excel, Power point, Browsing)
English proficient & good in communication skills
Administrative Skills
Interpersonal Skills
Time-Management
Clerical Functions
Customer Service

Personal Strengths

With learning agility, self-motivated, hardworking, detail-oriented, dynamic team leader, work well under pressure and with less supervision, resourceful, flexible

Training/Seminar/Workshop Attended

December 10, 2020	"Webinar RA 11313 Safe Spaces Act" Visayas State University
November 27, 2020	"ISO 9001:2015 Awareness/Re-Awareness Webinar" Visayas State University
November 13, 2020	"Webinar Document Tracking System" Visayas State University
September 28, 2019	"Workshop on Bookkeeping & Basic Accounting For Non-Accountant" Hacks4Growth Training & Development, Cebu City
August 20-21, 2018	"Target Setting Workshop" Convention Center Visayas State University
January 15, 2018	"Orientation Workshop Among JO Clerks & Laboratory Technicians" 1 st Floor CCE Bldg Visayas State University

References:

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