



# MARIELL NICOLE P. ORAÑO

## CAREER OBJECTIVE

To secure a position where I can utilize my academic knowledge and practical experience to contribute to the growth and success of the organization, delivering meticulous work and gaining exposure to different fields. Committed to developing my skills in a supportive and challenging work environment.

## WORK EXPERIENCE

### Basti's Farm

March-April 2025

Brgy. Kilim Baybay City, Leyte  
Student Intern

- Assisted in crop production activities including land preparation, seed sowing, transplanting, and crop maintenance.
- Applied organic and inorganic fertilizers, practiced vermicomposting, and monitored crop health and growth.
- Participated in harvesting, sorting, grading, packing, and weighing of various vegetables to ensure quality produce.
- Engaged in marketing tasks at Baybayani Store, including customer service, product display, and sales transactions.
- Gained hands-on experience in using agricultural structures such as UV tunnels and trellises to improve crop yield.

### HireProgrammers

2024--FEB 2025

Denver, Colorado  
Virtual Assistant - Part-time

- Managed large volume of data entry into spreadsheets, databases, and online platforms.
- Utilized software tools e.g., Microsoft Office, Google Spreadsheet, Canva, Youtube and other applications.
- Supported client to boost Search Engine Optimization (SEO) of websites through Money Robot campaigns.
- Maintained positive work ethic, commitment to providing excellent service, ensuring confidentiality and the security of sensitive information.

### VSU -Quality Assurance Center

Sept -Dec 2021

Visca, Baybay City, Leyte  
Job Order

- Scanned and organized documents for ISO compliance.
- Collected needed files from different departments for ISO requirements.
- Assisted the Lead Internal Quality Auditor with audit preparation.
- Encoded audit checklist data accurately.
- Performed basic clerical tasks to support ISO activities.

## CONTACT

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- 📍 Marcos, Baybay City, Leyte, 6521

## CORE QUALIFICATIONS

- **Software Proficiency:** Well-versed in the use of Microsoft Office, Google Spreadsheet and Documents resulting in efficient work.
- **Interpersonal Skills:** Built warm relationships with co-interns and workmates leading to smooth collaboration.
- **Able to adapt** to changing circumstances, work under pressure, and be flexible in response to new challenges.
- Able to prioritize tasks and **manage time** effectively to meet work deadlines.
- **Meticulous attention to detail** in research, data entry organization, and executing tasks resulting to error-free work.
- Ability to **empathize**, comprehend, and address the needs and emotions of others within a professional context.

## SPECIAL SKILLS AND HOBBIES

- Search Engine Optimization
- Research
- Computer Literate
- Teamwork
- Time Management
- Critical Thinking
- Detail-oriented

## LANGUAGE

- English
- Cebuano
- Tagalog

## EDUCATION

TERTIARY:	<b>Visayas State University</b> Visca, Baybay City, Leyte BS in Agriculture, Major in Horticulture July 2025
SECONDARY:	<b>Visayas State University Integrated Highschool</b> Visca, Baybay City, Leyte Humanities and Social Sciences June 2020
	<b>Visayas State University Laboratory Highschool</b> Visca, Baybay City, Leyte June 2017
PRIMARY:	<b>Marcos Elementary School</b> Marcos, Baybay City, Leyte March 2013 With Honors

## CHARACTER REFERENCES

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