

Curriculum Vitae

Name: **Jen B. Posas**
Address: 789 Brgy. Marcos, Baybay City, Leyte
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Objective:

To obtain a work which will enhances my skills and knowledge in administrative and technical work.

Work Experience

Administrative Assistant/dDRC	National Abaca Research Center (NARC) VSU, Visca Baybay, City Leyte	July 1, 2022 - Present
Science Research Assistant	OVPREI Research Office VSU, Visca, Baybay City Leyte	Oct 1, 2016 – June 1, 2022
Project Management Unit Staff	ASAP Project VSU, Visca Baybay City Leyte	Feb 1, 2016 - Sept 30, 2016
Project Technical Staff	PHERNet VSU, Visca Baybay City Leyte	April 1, 2015 –Jan 30, 2016
Cashier	VSU TechnoMart & Pasalubong Counter Visca Baybay City Leyte	April 1, 2011 – Mar 30, 2015
Domestic Helper	Jedegal Consultant Consultant Co. Hongkong SAR	Mar 2007-May 2010
Enumerator	Study in Livelihood Strategy and Food Security for Farmers Visca Baybay City, Leyte	Feb 2003-Nov 2003
Telephone Operator	RCPI BAYANTEL VSU, Visca Baybay City Leyte	Nov 1996-May 2002

Personal Information

Date of Birth:	14 July 1974
Permanent Address:	789 Brgy. Marcos, Baybay City, Leyte
Gender:	Female
Age:	51
Height:	5'3
Name of father:	Leodegario Bagarinao Posas (deceased)
Name of mother:	Romanita Bantaculo Posas (deceased)
Communication Skills:	Proficient in English, Filipino and Cebuano dialect.

Educational Attainment

1992– 1996	Bachelor of Science in Agricultural Education Major in Crop Production Visayas State University Visca, Baybay City, Leyte
1987-1991	Secondary Education Bunga National High School Bunga Baybay City, Leyte
1981-1986	Elementary Education San Agustin Elementary School Brgy. San Agustin, Baybay City, Leyte

Skills

Computer (Microsoft Word and Excel)
Typing
Driving Motorcycle

Character Reference

Dr. Luz O. Moreno

Director, Plant Breeding
VSU, Visca Baybay City, Leyte

Dr. Feliciano G. Sinon

Director for Innovation
VSU Visca, Baybay City, Leyte 6521-A Philippines

Dr. Romel B. Armecin

Director NARC
VSU, Visca Baybay City Leyte