

ALNEN C. ABENOJA

PROFILE

Strong creative and analytical skills. Team player with an eye for detail. Responsible in customer service and all office duties. Passionate and motivated, with a drive for excellence. Looking to secure a position with a growing company that will enable me to use my strong communication and organization skills, along with conflict resolution abilities to become an asset in any department.

EXPERIENCE

ADMINISTRATIVE AIDE / GAD CLERK

Local Government Unit of Hindang, Leyte
2021-2023

- Assist, implement, facilitate and monitor GAD activities and projects
- Assist clients (means test) for Philhealth Indigency, Solo Parent, PWD and Senior Citizens concerns.
- Provide technical assistance and develop plans and strategies on programs and projects.

DESO-TSS / 2022 NATIONAL ELECTION

Commission of Election - Hindang, Leyte
2022

- Performs duties as technical support staff
- Operates, maintains, inspects, and monitor the PCOS Machine or VCM

TEAM SUPERVISOR - 2020 CPH

Philippine Statistic Authority
2020

- Setting goals for performance and deadlines in ways that comply with company's plans and vision.
- Organizing workflow and ensuring that employees understand their duties or delegated tasks.
- Monitoring employee productivity and providing constructive feedback and coaching.

COMMUNITY TECHNICIAN


National Anti-Poverty Commission / Municipal Agriculture Office
2019-2020


- Provide technical support to the beneficiaries.
- Daily monitoring of NAPC Beneficiaries Barangay Garden
- Assist and monitor the livelihood grant to beneficiaries.

DOLE GIP-INTERN

Municipal Agriculture Office, Hindang Leyte
2019

- Provide technical support to the beneficiaries.
- Daily monitoring of NAPC Beneficiaries Barangay Garden
- Assist and monitor the livelihood grant to beneficiaries.

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 Hindang, Leyte

 <https://www.facebook.com/alnen.abenoja>

SKILLS

- Computer Literacy
- Time Management
- Microsoft Suite
- Strong Work Ethic
- Problem-Solving
- Collaboration
- Adaptability
- Strong Communication

EDUCATION

SOUTHERN LEYTE STATE UNIVERSITY

Master in Management
On going....

VISAYAS STATE UNIVERSITY

Bachelor of Science in Agribusiness
2014 - 2019

LANGUAGE

English
Tagalog