

JERICHO CEZAR

ABOUT ME

A driven individual willing to learn and immerse himself in his fieldwork. I am an optimistic person who is passionate about what I do and guarantees to provide the best service with quality results. Additionally, I am easy to work with, willing to listen to any comments or suggestions, and capable of establishing a healthy working environment.

RELEVANT EXPERIENCE

GOVERNMENT INTERNSHIP PROGRAM (GIP) MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICE

May - December 2024

- Develop an organizational plan to improve file storage.
- Responsible for managing inquiries, scanning and technical operation.

KALAHI-CIDSS CASH FOR WORK PROGRAM MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICE

November 2023 - April 2024

- Provide assistance to MSWD Officer
- Responsible for liquidation report and profiling

INTERNSHIP AT EASTERN VISAYAS STATE UNIVERSITY COMMISSION ON AUDIT

July - August 2022

- Execute audit procedure and reports
- Discover how the government works

TREASURER OF SANGGUNIANG KABATAAN

July 2018 - November 2023

- Organizing youth activities and events
- In charge of financial management and budgeting

EDUCATION

2019 - 2023

BACHELOR OF SCIENCE IN ENTREPRENEURSHIP

Academic Achiever

Eastern Visayas State University

6XRW+3W9, Salazar St, Downtown, Tacloban City, Leyte

CONTACT



09156966002



jerichobrionescezar@gmail.com



Brgy. Canmarating Abuyog, Leyte

SKILLS

- Proficient in using Microsoft Office and Google Workspace
- Management Abilities
- Strategic planning and scheduling skills
- Research and data gathering
- Goal-oriented, determined, and can work overtime

ELIGIBILITY

- Civil Service Eligible (Professional Level)
- Driver's License