



JESIBEL LUFRANGCO MUERTIGUE
30 De Diciembre St. Baybay City, Leyte
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Objective

To be able to serve, share skills, and gain knowledge that allows me to grow professionally.

Educational Attainment

Tertiary Education

Bachelor of Education Studies (presently enrolled SY: 2023-2024)
University of the Philippines Open University
National Highway, Brgy. Maahas, Los Baños, Laguna, Philippines

Associate in Arts SY: 2020-2023
University of the Philippines Open University
National Highway, Brgy. Maahas, Los Baños, Laguna, Philippines

Bachelor of Science in Nursing SY: 2009-2010 and SY: 2016-2017
University of Cebu Lapu-Lapu and Mandaue
A.C Cortes Avenue Looc, Mandaue City

Secondary Education

Babag National High School SY: 2005-2009
Babag II Lapu-lapu City, Cebu

Elementary Education

Pajo Elementary School SY: 1999-2005
Pajo Lapu-lapu City, Cebu

Characteristics and Skills

- Knowledge in Computer and Social Networking
- Singing
- Customer Service
- Friendly and Honest
- Hardworking

Work Experience

Office Clerk at College of Forestry and Environmental Science, Visayas State University, Visca, Baybay City, Leyte (February 13, 2018 – present)

Cashier at VICSAL Group of Company, Fresh & Easy, Marigondon, Lapu-lapu City, Cebu (November 15, 2015 – May 15, 2016)

Cashier at Gaisano Grand Mall Cordova, Cordova Cebu City (September 10, 2014 - March 10, 2015)

Attended Seminars

HRIS Software Onboarding, December 6, 2023, via Zoom

Unlocking Excellence: The 5S Revolution for Clerks and Heads, November 29, 2023, VSU

Risk Assessment Workshop on September 11-12, 2023, at JYN's Hotel, Inopacan, Leyte

Working Towards Personal Effectiveness on August 22-25, 2023, at Boracay, Malay, Aklan

Orientation/Re-orientation of Rules and Responsibilities of AdDRCs and dDRCs, September 7, 2023, at VSU, CCE 1st Floor

ISO 9001:2015 Awareness & Re-awareness Seminar on August 30-31, 2022 & August 29, 2023

Mandatory Orientation of College Hotline Agents, August 25, 2022, via Zoom

Workshop on PR & PPMP on March 10, 2020, at VSU, CCE 1st Floor

Seminar Workshop on Records Matrix and NAP Form on December 13, 2019, at VSU, CCE 1st Floor

HRMIS Cyber Security Training on December 18-19, 2019, at VSU, Convention Center

RSP and Plantilla Management and PDS Training on November 26, 2019, at VSU, CCE 1st Floor

Echo-Seminar ISO Awareness on October 02, 2019, at VSU RDE Hall

Launching and Cascading of ISO Quality Documents on August 15, 2019, at VSU Convention Center

ISO 9001:2005 Awareness Seminar on August 8, 2019, at VSU, CCE 1st Floor

ISO 9001:2005 Awareness Seminar on July 15, 2019, at VSU, Quality Assurance Center

Bomb Threat Awareness and Proper Response Seminar on April 10, 2019, at VSU, CCE Building

Eligibility

Visayas State University Clerical Examination Passer
CSE-PPT Subprofessional Passer
CSE-PPT Professional Passer

Character Reference

DR. RENEZITA S. COME
Dean, College of Forestry and Environmental Science

Visayas State University
Visca, Baybay City, Leyte

I hereby certify that the said above information is true and correct.


JESIBEL LUFRANGCO MUERTIGUE