



MERLIN R. LEBANTE



CONTACT



Phone

09265986557/ 09073292181



Email

merlinlebante08@gmail.com



Address

Brgy. Kambonggan
Baybay City, Leyte, 6521



EDUCATION



2018-2019

**Master of Management- Major
in Agribusiness Mgmt. -18units**
Visayas State University



2012 - 2015

**Bachelor of Science in
Agribusiness**
Visayas State University



2010

**Vocational Course -
Bartending NCII**
Acedilla Technological
Institute



2006-2009

Secondary Education
Makinhas National High
School



2000-2005

Primary Education
Kambonggan Elementary
School



PROFILE INFO

Admin Clerk and designated as Deputy and Records Controller (dDRC) and deputy Risk Manager with more than 7 years' experience in a Regional Research and Development Center delivering technical tasks for the projects. Delivers quality output, always perseveres to achieve the best possible results; quick to learn, easily adapts to work environment, with good interpersonal and organizational skills and have a high sense of responsibility.



WORK EXPERIENCE



Clerk/dDRC/dRM

2021-Present

**VSU- Regional Climate Change
Research and Development Center**

Working as Clerk for 7 years

Designated as Deputy Documents and Records
Controller (dDRC) for 3 years

Designated as Deputy Risk Manager for 2 years



SRA

2017-2020

**VSU- Regional Climate Change
Research and Development Center**

Working as SRA for 3 years

Serve as Clerk



Encoder

2016

**VSU- Regional Climate Change
Research and Development Center**

Working as encoder for 1 month

Serve as Clerk



Marketing Assistant

2016

Riders Adventures LTD.com

Working as Marketing Assistant for 8 months



MY SKILLS & EXPERTISE

Advanced skills in

Microsoft Office Suite



Editing & Lay-outing

(Canva, publisher)



Organizational Skills



Photography



Google Workspace



MY QUALIFICATION

**Career Service Level 1
Eligibility (Sub Professional)**
August 2022



MY REFERENCE

Dr. Dennis P. Peque

Director, RCCRDC

0927-706-2843

Dr. Guiraldo C. Fernandez Jr.

VSU Board of Regents-Secretary

0922-400-9161