

# Melissa Joy R. Branzuela

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PERSONAL  
INFORMATION

**Age:** 25  
**Address:** Brgy, Candadam Baybay City, Leyte  
**Civil Status:** Single  
**Gender:** Female  
**Nationality:** Filipino  
**Languages Spoken:** Cebuano, Filipino, English

WORK  
EXPERIENCE

**Supplier Coordinator | 2023–2025**  
Channel Precision Inc.

- Coordinate and process customer orders, ensuring accuracy and completeness of all information prior to submission. Submit and manage orders through B2B platforms, CSV uploads, and manual entry systems.
- Monitor order status from submission through to delivery, ensuring timely shipment and successful delivery to customers.
- Maintain clear and professional communication with both internal teams and external suppliers to address order updates, issues, and escalations.

**Field Interviewer | 2022**  
2022 Small Farmer and Fisherfolk Indebtedness Survey;  
Department of Agriculture– ACPC

- Conduct in-person interviews with farmers to gather accurate and detailed information about their agricultural practices, challenges, and economic status.

EDUCATION

**Visayas State University | 2018–2022**  
Bachelor of Science in Agribusiness  
Awards:

- Magna Cum Laude
- DOST Academic Excellence in Science and Technology

**Baybay City Senior High School | 2016–2018**  
Senior High School  
Strand: Accountancy, Business and Management  
Award:

- With High Honor

**Baybay National High School | 2012–2016**  
Junior High School  
Award:

- With High Honor

**Baybay II Central School | 2006–2012**  
Elementary School

SKILLS

- Computer Proficient: Microsoft Office Applications, Data encoding
- Leadership and Management Skills
- Good Communication Skills
- Proficient in English both written and spoken
- Interviewing & Survey Administration
- Ability to work independently and as part of a team
- Willing to learn and adapt under pressure
- Keen attention to detail
- Data Entry & Order Management Systems
- Email & Internet Research