

PERSONAL INFORMATION

Name: Jenifer Marie V. Mosuelo
Birthday: 12 February 1994
Age: 25 Years old
Address: Brgy. Poblacion 1, Hindang Leyte
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CAREER OBJECTIVE

To be able to reinforce my learnings and correlate past experiences in the position that I am applying. Likewise to essentially improve my recent skills as a consequence in the engagement in the company and this would in turn, aid in the sustenance, growth and development of the company.

JOB EXPERIENCE

Project Development Officer II

**Department of Social Welfare and Development
Sustainable Livelihood Program
Magsaysay Boulevard, Tacloban City
4 January 2016 – 31 December 2018**

Responsibilities:

- Responsible in the day-to-day implementation of program activities and services in DSWD-SLP’s field program areas.
- Responsible in community sensitization, beneficiary identification and verification, monitoring and data collection and distribution of assistance.
- Conduct monitoring and analysing data trend and variation in critical Beneficiary Update System to determine consistency of output.
- Oversee program activities in the targeted areas, register Pantawid Pamilya Pilipino Beneficiaries according to vulnerability criteria and collate general relevant data at community level.

Expertise:

- Programs in Sustainable Livelihood such as:
 - Cash for Building Livelihood Asset
 - Skills Training
 - Seed Capital Fund
 - Pre-employment Assistance Fund

Program Assistant

**Save the Children Philippines
Brgy. Cogon, Ormoc City, Leyte
5 January 2015- 30 September 2015**

Responsibilities:

- Support the community sensitization, beneficiary identification and verification, monitoring and data collection and distribution of assistance.
- Responsible in the day-to-day implementation of program activities and services in Save the Children’s field program areas.
- Identifies, builds and strengthens partnerships with the local government units and other organizations/institutions, and contribute to the overall networking and coordination works with different stakeholders. Scopes for more possible partners.
- Responsible in conducting Financial Management Training to the identified Market Trader’s beneficiary.
- Conducted Integrated Organic Technology System Training (IOTS) for Conditional Cash Transfer (CCT) Beneficiary.

Expertise:

- Programs in Food Security & Livelihood such as:
 - Unconditional Cash Transfer
 - Conditional Cash Transfer
 - Market Traders Livelihood Support
 - Fisher Folks Livelihood Support
 - Technical Vocational Skills Training

Community Mobilizer

Save the Children International
Brgy. Cogon, Ormoc City, Leyte
10 July 2014- 31 December 2014

Responsibilities:

- Serves as community organizer and mobilizer, and responsible for facilitating and implementing all activities in the communities including planning, monitoring and evaluation of project interventions.
- Facilitates and strategizes to effectively and efficiently implement planned activities and initiate onsite interaction with targeted communities and project partners. Prepares and updates activity reports needed by the management.
- Assists the Project Officer in providing quality and timely technical inputs and support to partners including leveraging of resources.

Expertise:

- Programs in Food Security & Livelihood such as:
 - Unconditional Cash Transfer
 - Conditional Cash Transfer

EDUCATIONAL BACKGROUND

Graduate Studies:	<i>Visayas State University</i> Master’s in Management (Major in Agribusiness) ViSCA, Baybay City, Leyte 6521-A Philippines (Consistent Dean’s Lister)	2016-Present
Tertiary:	<i>Visayas State University</i> Bachelor of Science in Agribusiness ViSCA, Baybay City, Leyte 6521-A Philippines (Consistent Academic and/or College Scholar)	2010-2014
Secondary:	<i>Hindang National High School</i> Hindang, Leyte (Graduated as First Honorable Mention with Special Awards)	2006- 2010
Primary:	<i>Hindang Central School</i> Hindang Leyte (Graduated as Second Honorable Mention with Special Awards)	2000 - 2006

INDUSTRY EXPOSURE

On-Job Training at Tompar’s Farm (Organic Lettuce Production) at Corella, Bohol	2 nd Sem,2013-2014
Educational Visit at Philippine Stock Exchange	2 nd Sem.,2012-2013
Educational Visit at Bangko Central ng Pilipinas	2 nd Sem.,2012-2013
Cebu-Bohol Educational Tour	2 nd Sem.,2011-2012

TRAINING & SEMINAR ATTENDED

TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical)	CONDUCTED/ SPONSORED BY
	From	To			
Orientation on The DSWD-PIDS-3ie Study on The Sustainable Livelihood Program	June 28, 2018	June 29, 2018	16	Technical	Philippine Institute For Development Studies
Simplified Bookkeeping For Non-Accountants	March 27, 2018	March 27, 2018	8	Technical	Department Of Trade And Industry
Hilongos Municipal Technical Action Committee (HMTC) Strategic Sectoral Planning Workshop	April 4, 2017	April 6, 2017	24	Technical	Local Government Unit Of Hilongos, Leyte And Visayas State University
Marketing Management Seminar	March 19, 2017	March 19, 2017	8	Managerial	Department Of Business Management Visayas State University
CY 2017 SLP Field Operations Manual Training	June 6, 2017	June 9, 2017	32	Technical	Department Of Social And Welfare Development
Bangko Sentral ng Pilipinas Financial Management for Sustainable Livelihood Program	March 23, 2017	March 23, 2017	8	Technical	Bangko Sentral Ng Pilipinas Tacloban Branch
Enhanced Communication Training for SLP Program Implementers	March 13, 2017	March 16, 2017	32	Technical	University Of The Philippines (Tacloban Campus) And Department Of Social And Welfare Development
Basic Toolsets in Millennial Management	October 1, 2016	October 1, 2016	8	Managerial	Department Of Business Management Visayas State University
SLP 2016 Mid-Year Program Review And Evaluation Workshop (PREW)	August 9, 2016	August 12, 2016	32	Technical	Department Of Social And Welfare Development
SLPIS Roll-Out Training	February 23, 2016	February 26, 2016	32	Technical	Department Of Social And Welfare Development
Hazard, Vulnerability & Capacity Assessment (HVCA)	August 20, 2015	August 21, 2015	16	Technical	Save The Children
Resilience & Community Engagement Skills Training	June 23, 2015	June 25, 2015	24	Technical	Save The Children
Community Management Savings & Credit Association	February 16, 2015	February 17, 2016	16	Technical	Save The Children
Basic Listening and Counseling Skills Workshop	September 15, 2014	September 17, 2014	24	Technical	Ateneo De Manila University And Save The Children
How To Change The World: Social Entrepreneurship and the Power of New Idea Seminar	September 28, 2013	September 28, 2013	2	Managerial	Department Of Business Management Visayas State University
Leveling-Up Competency and Bridging Competency Gap	September 28, 2013	September 28, 2013	2	Managerial	Department Of Business Management Visayas State University
New Age Of Business: E-Commerce	September 28, 2013	September 28, 2013	2	Managerial	Department Of Business Management Visayas State University
Team Management Seminar	September 28, 2013	September 28, 2013	2	Managerial	Department Of Business Management Visayas State University

Yes: Hired No: Fired, A Seminar On How To Land & Sustain A Job	September 28, 2013	September 28, 2013	2	Technical	Department Of Business Management Visayas State University
Personality Development & Business Ethics	September 14, 2013	September 14, 2013	8	Technical	Department Of Consumer And Hospitality Management, Visayas State University

SKILLS

- Proficiency in the utilization of Microsoft Office and in Image Editing
- Excellent knowledge in E-mail and Internet
- Willing to work and to be trained
- Proficiency in the English language and grammar
- Cooperative, reliable and flexible
- Good Verbal Skills
- Good Entrepreneurial Skills
- Good Communication Skills

CHARACTER REFERENCE

Mr. Mykiel Patcho
 Operation Manager
 Save the Children Philippines
 09993100692

Mr. Judito Teraza Jr.
 Provincial Coordinator
 Department of Social Welfare and Development
 09985496505

Mrs. Felicidad Alconera
 Municipal Social Worker and Development Officer
 Local Government Unit of Hilongos, Leyte
 09298401023

