

Jemuel Abellana Ocañada

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PERSONAL INFORMATION

Age: 27
Birth date: Sept. 04, 1993
Birthplace: Baybay City, Leyte
Height: 171cm
Weight: 99kg

EDUCATIONAL BACKGROUND

Bachelor Degree
Visayas State University
VISCA, Baybay City, Leyte
Bachelor of Science in Agribusiness
Date of Graduation: May 09, 2014

OBJECTIVE

My objective is to apply as Administrative Aide III in the University which will be assigned at Security Office, VSU wherein I can impart my knowledge, harness my skills and develop my career. To work in a workplace with a healthy environment that fosters professional growth and leadership excellence, share my God-given talents and skills and serve the University with my best.

SUMMARY OF QUALIFICATIONS

- Computer Literate (MS, EXCEL, PPS, Adobe PS, Lightroom, Wordpress)
- Responsible and Industrious
- Organized, Self-motivated, Highly Trustworthy
- Eager and willing to be trained and assimilate skills
- Can work with less supervision
- Can work under pressure
- Possesses good interpersonal skills
- Flexible and keen to details

WORK EXPERIENCE

SSO-VSU (Security Services Office-Visayas State University)

Visca, Baybay City, Leyte

Position: Office Clerk (JO)

March 5, 2020 – Present

EUPI-PPS (Eight Under Par Inc. – Palawan Pawnshop)
Cogon Ormoc City
Position: Branch Associate
November 27, 2014 – May 7, 2018

LGU CPDO (Cebu Planning and Development Office) DOLE Project
Baybay City, Leyte
Position: Government Internship Trainee
June 2, 2014 – October 22, 2014

CEFEDCO (Cebu Federation of Dairy Cooperatives)
Pitogo Consolacion Cebu City
Position: On-the-job Trainee
November 25, 2013 – January 15, 2014

Sub Dealer of AVON Products
June 2013 – October 2013

Summer Job as Direct Seller of Classique Herbs Corporation
April 2012 – June 2012

CHARACTER REFERENCES

Mr. Stephen Alexeus Baltazar
Former Part-time Instructor, DBM, VSU / Instructor of Senior High / PC and AVON Dealer
San Antonio Baybay City, Leyte
Contact Number: **+639067788813**

Mr. Armel Gonzaga
Area Supervisor of EUPI-PPS in Southern Leyte Area
Baybay City, Leyte
Contact Number: **+639154384487**

Ms. Thelma Zafra
Former Professor, Department of Human Kinetics
30 de Diciembre St. Baybay City, Leyte
Contact Number: **+639173065494**

Dr. Dario P. Lina
Associate Professor II, DOH, VSU/ OIC-Head, Security Office VSU/ Head, UDRRMO, VSU
Apartment 16 VISCA, Baybay City, Leyte
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