



## ROLAN C. RICARTE

*Bachelor of Science in Agribusiness Graduate*

Highly trainable and can work under minimal supervision. Highly computer literate and excellent in Microsoft Word, Excel, and PowerPoint. Served as full-time missionary of The Church of Jesus Christ of Latter-day Saints for two (2) years from July 2016 to July 2018 and acquired purpose-driven leadership and problem-solving skills.

### **PERSONAL INFORMATION**

Address: San Agustin, Baybay City, Leyte

Contact Number(s): 0935-947-2128, 0946-687-8470

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### **EXPERIENCE**

#### **Clerk, University Registrar**

March 2022 to Present

- Prepared individual student records on e-copy/file (worksheet) of consolidated grades, permanent record, evaluation record, etc.)
- Reviewed, checked, and verified authenticity of submitted credentials of new students (soft copy).
- Posted grades and updated regularly student records (for manual system).
- Evaluated, advised and informed students of assigned courses on curricular programs as to curricular level, scholastic standing, graduation, enrollment, subject load and sequence, as well as courses/subject deficiency.
- Checked and validated scholastic records of students requested for verification.
- Endorsed identified delinquent students to Guidance Office for guidance and counseling
- Reconstructed lost or missing records or files of students.
- Facilitated and countersigned dropping, LOA, readmission, shifting and clearance of students
- Checked, verified, and signed prepared Transcript of Records (1st Issuance).
- Checked/Verified correctness and completeness of Diploma of graduates
- Prepared list of identified candidates for graduation and latin honors of assigned courses.
- Secured integrity and confidentiality of students' records.
- Assisted in the enforcement of academic policies and regulations
- Assisted in the enrollment of students.

#### **On the Job Trainee, *Mayong's Baybay Branch***

February to March 2020

- Worked as Salesman and was trained to effectively communicate with colleagues to satisfy customer's needs through excellent service.
- Worked with colleagues with respect and vigor in performing the assigned task which foster team work.
- Approached with eagerness and convinced customers to purchase additional products aside from their orders.
- Identified and familiarized patrons' faces and forecasting what they want making them feel home aligned with the business tagline.

## **Zone Leader, *Voluntary Missionary Service of The Church of Jesus Christ of Latter Day Saints***

March 14<sup>th</sup> to July 16<sup>th</sup> 2018

- Attended regular trainings together with other leaders professionally to better help the people we were serving analyzing how to assist them reached their goals.
- Effectively disseminated trainings conducted during missionary leadership council with sense of urgency.
- Helped and encouraged set of other missionaries set goals and make plans.
- Attended regular face-to-face interview with our Mission President.
- Sent reports weekly through electronic mail to our Mission President.

## **District Leader, *Voluntary Missionary Service of The Church of Jesus Christ of Latter Day Saints***

January 11<sup>th</sup> to March 13<sup>th</sup> 2018

- Weekly reporting through phone call with zone leaders professionally to better help the people we were serving analyzing how to assist them reached their goals.
- Follow up trainings effectively conducted during zone conferences with sense of urgency.
- Helped and encouraged set of other missionaries set goals and make plans.
- Attended regular face-to-face interview with our Mission President.
- Sent reports weekly through electronic mail to our Mission President.

## **EDUCATION**

June 2020 – Visayas State University, Bachelor of Science in Agribusiness

March 2010 – Bunga National High School, 1<sup>st</sup> Honorable Mention