

Name: **Jen B. Posas**
Address: 789 Brgy. Marcos, Baybay City, Leyte
Email: jen.posas@vsu.edu.ph
Mobile No. 09518515665



Objective:

To obtain a work which will enhances my skills and knowledge in administrative and technical work.

Educational Attainment

1992– 1996	Bachelor of Science in Agricultural Education Major in Crop Production Visayas State University Visca, Baybay City, Leyte
1987-1991	Secondary Education Bunga National High School Bunga Baybay City, Leyte
1981-1986	Elementary Education San Agustin Elementary School Brgy. San Agustin, Baybay City, Leyte

Summary of Qualifications

Proficient in Microsoft Office (Microsoft Word and Excel)
Typing

Work Experience

Administrative Assistant/dDRC	National Abaca Research Center (NARC) VSU, Visca Baybay, City Leyte	July 1, 2022 - Present
Science Research Assistant	OVPREI Research Office VSU, Visca, Baybay City Leyte	Oct 1, 2016 – June 1, 2022

Project Management Unit Staff	ASAP Project VSU, Visca Baybay City Leyte	Feb 1, 2016 - Sept 30, 2016
Project Technical Staff	PHERNet VSU, Visca Baybay City Leyte	April 1, 2015 –Jan 30, 2016
Cashier	VSU TechnoMart & Pasalubong Counter Visca Baybay City Leyte	April 1, 2011 – Mar 30, 2015
Domestic Helper	Jedegal Consultant Consultant Co. Hongkong SAR	Mar 2007-May 2010
Enumerator	Study in Livelihood Strategy and Food Security for Farmers Visca Baybay City, Leyte	Feb 2003-Nov 2003
Telephone Operator	RCPI BAYANTEL VSU, Visca Baybay City Leyte	Nov 1996-May 2002

Character Reference

Dr. Romel B. Armecin
Director, NARC
VSU, Visca Baybay City Leyte

Dr. Luz O. Moreno
Director, Plant Breeding
NARC
VSU, Visca Baybay City, Leyte

Dr. Feliciano G. Sinon
Director for Innovation
VSU Visca, Baybay City, Leyte 6521-A Philippines

