

CURRICULUM VITAE

PERSONAL DETAILS

Name: Grace L. Molleno
Address: Sitio Gasa, Brgy. Palhi, Baybay City, Leyte 6521
Mobile no.: 0949 404 6179 / 0945 853 5274
Date of birth: October 13, 1990
Place of birth: Biñan, Laguna
Marital Status: Married
E-mail address: gracelubay.molleno@gmail.com



EDUCATION

June 2019	Tertiary	Visayas State University <i>Baybay City, Leyte</i> Bachelor of Science in Agribusiness Magna Cum Laude GPA 1.40 Tulong Dunong Scholar
March 2012		Trimex Institute of Science and Technology <i>Biñan, Laguna</i> Hotel and Restaurant Services Barangay Scholar
June 2008		Malayan Colleges Laguna <i>Cabuyao, Laguna</i> Hotel and Restaurant Management Valedictory Scholar / J.P. Rizal Scholar
March 2008	Secondary	Science and Technology High School <i>Santa Rosa Laguna</i> Valedictorian, Best in Math, Best in English
March 2004	Primary	Regina Coeli School, Inc. <i>Santa Rosa, Laguna</i> 5 th Honor, Best in Math

OTHER SKILLS

- Basic Business Registration
- Bookkeeping
- Microsoft Office / Open Office
- Driving (Restriction 1)
- Good in Filipino, English, Cebuano; and basic knowledge in Waray
- Interpersonal and leadership skills
- General agribusiness management

WORKING EXPERIENCE

2019 – 2021 Negosyo Center Business Counselor at the Department of Trade and Industry
2012 – 2013 Cashier at Super 8 Grocery Warehouse, Balibago, Santa Rosa, Laguna
2011 – 2012 Production Operator at Laguna Autoparts Manufacturing Corporation
 Santa Rosa, Laguna
2010 – 2011 Receptionist at Mariposa Budget Hotel, Santa Rosa, Laguna
2007 – 2008 Cashier at Mc Donald's Waltermart, Balibago, Santa Rosa, Laguna
2006 – 2007 Tutor of Elementary Students Golden City, Santa Rosa, Laguna

AFFILIATIONS

2017 – Present Member of Kabalikat Civicom
2015 – 2019 Member of the Society of Agribusiness Students in Visayas States
 University
2007 – 2008 Actress in the Theatre Arts Club of Santa Rosa Science & Technology
 High School

CERTIFICATES

2018 **Strategic Marketing for Inclusive and Sustainable Agribusiness**
 Department of Business Management, Visayas State Univesity, Baybay City, Leyte
 Participant (8 hours)

2018 **Youth Entrepreneurship: Entrepreneurial Mindsetting and Business Planning**
 Negosyo Center Baybay, Department of Trade and Industry
 Visayas State University, Baybay City, Leyte
 Participant (8 hours)

2018 **Educational tour in Negosyo Center Cebu, Cebu Federation of Dairy Cooperatives, Liwayway Marketing Corporation, Obra Cebuana Furniture Designs, Inc., Profoods International Corporation, Susing's Guitar Factory**
 Cebu City
 Participant (48 hours)

2018 **Breaking the Limits: Be an Effective Speaker**
 Department of Business Management
 Visayas State University, Baybay City, Leyte
 Participant (8 hours)

2019 **Success Story Writing Skills and Digital Literacy Training**
 Department of Trade and Industry
 Hotel Alejandro, Tacloban City, Leyte
 Participant (24 hours)

2019 **Capacity Development on Business Expense Savings Training (BEST) Game for Leyte Negosyo Center Business Counselors**
 Department of Trade and Industry
 Tacloban City, Leyte
 Participant (16 hours)

- 2019 **Rapid Growth Orientation, Green and Gender Responsive Value Chain Analysis (GGRVCA) and Social Media Workshop**
Department of Trade and Industry
Palo, Leyte
Participant (24 hours)
- 2019 **Small Business Counselors Course 101: Diagnosing an Enterprise**
University of the Philippines - Institute for Small Scale Industries (ISSI)
Department of Trade and Industry
Hotel Alejandro, Tacloban City, Leyte
Participant (40 hours)
- 2021 **Simplified Bookkeeping for Non-accountants and eBIR forms Seminar**
Negosyo Center-VSU, Baybay
Department of Trade and Industry
Facilitator (8 hours)
- 2021 **Product Pricing and Costing with Current Good Manufacturing Practices**
Negosyo Center Hilongos
Department of Trade and Industry
Resource Person (8 hours)
- 2021 **Entrepreneurial Minsetting and Negosyo Center Services**
Negosyo Center Baybay
Department of Trade and Industry
Resource Person (8 hours)
- 2021 **Business Expenses Savings Training (BEST) Game and Simplified Business Registration Forum**
Negosyo Center Matalom,
Department of Trade and Industry
Resource Person (8 hours)
- 2021 **Enhancing Business Skills through BEST Game and Simplified Business Planning Seminar and Workshop**
BPLO, CSWDO, LGU-Baybay
Negosyo Center Baybay
Department of Trade and Industry
Resource Person (8 hours)

CHARACTER REFERENCES

Milagros E. Bales, PhD

Director, Quality Assurance Center and Associate Professor 5
Department of Agricultural Education and Extension
Visayas State University, Baybay City, Leyte
09424814524

Elvira E. Ongy, MM

Thesis Adviser

Department of the Department of Business Management
Visayas State University, Baybay City, Leyte
09389669267

Analita A. Salabao, PhD


Dean of the Department of Management and Economics
Department of the Department of Business Management
Visayas State University, Baybay City, Leyte
09235191103

Antonio P. Abamo, PhD

Professor I

Department of Business Management
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09209835693

I hereby certify that the above information is true and correct to the best of my knowledge and belief.



Grace L. Molleno
Applicant