

Hannahlene Vega

Bgy. Marcos, Baybay City, Leyte, Philippines, 6521

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BASIC INFORMATION

Gender : Female
Date of Birth : May 1,1997
Age : 24
Birth Place : Olongapo City, Philippines
Marital Status : Single
Citizenship : Filipino
Height : 5'5 ft.
Weight : 127.868
Religion : Roman Catholic

WORK EXPERIENCE

Position : Encoder
Company : Profood International Corporation
Address : Maguikay, Mandaue City, Cebu, Philippines
Duration : Jul. 2018-Dec. 2018

Duties and Responsibilities:

- Accurately and efficiently encode all data that needs organizing and recording
- Confirm that entered data accurately aligns with original documentation
- Organize and maintain original paper evidence
- Assure files are properly prepared and saved to backup drives
- Self-audit your work checking for errors or duplication
- Organize files in a logical and manageable fashion
- Adhere to and meet set schedules and deadlines
- Input, track, and maintain all encoded data and records
- Perform any other office tasks that management requires assistance with (sending emails, answering phones, etc.)
- Report any major errors or inconsistencies to upper management
- Maintain report logs of in-progress and/or completed work.

EDUCATIONAL BACKGROUND

Elementary	Year [From] - [To]
School: San Agustin Elementary School Address: San Agustin, Baybay City, Leyte, Philippines	2003 - 2009
Secondary	
School: Bunga National Highschool Address: Bunga, Baybay City, Leyte, Philippines	2009 – 2013
Tertiary	
Course: Bachelor in Science of Agriculture (Graduate) School: Visayas State University Address: Visca, Baybay City, Leyte, Philippines	2014-2018
Special Certificate	
NC II – Organic Agricultural Production	2021-2022

SKILLS

- | | |
|---------------------------------|-------------------------------------|
| ▪ Team Work | ▪ Strong work ethic |
| ▪ Oral communication | ▪ Continuous learning |
| ▪ Creativity | ▪ Can work with minimum supervision |
| ▪ Problem solving | ▪ Field Farming |
| ▪ Decision making | |
| ▪ Knowledge in Microsoft Office | |

CHARACTER REFERENCES

Allan Miano
Manager (Profood International Corporation)
09179678063

Jessa D. Gusela
Supervisor (Profood International Corporation)
Maguikay, Mandaue City, Cebu, Philippines
09750186900

Apryll Lou A. Borinaga
PCA-CCDO (Cebu Coconut Development Officer)
Camotes Island, Cebu, Philippines
09158561545