

CHERRY GRACE DURAN SABOROSO

Brgy. Imelda Baybay City Leyte

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CAREER OBJECTIVE:

To be part of fast growing companies which offers continues opportunities for an excellent career development.

PERSONAL DATA

Date of Birth : March 03, 1995
Place of Birth : Imelda Baybay City, Leyte
Age : 28
Sex : Female
Civil Status : Single
Religion : Seventh- Day Adventist
Height : 5'1"
Weight : 150 kg

EDUCATIONAL ATTAINMENT

Level	School/ Course	Year/Date Graduated
Tertiary	Visayas State University Bachelor of Science in Agribusiness	April 13, 2016
Secondary	Makinhas Baybay City, Leyte Makinhas National High School	2011
Elementary	Imelda Baybay City, Leyte Imelda Elementary School	2007

SKILLS AND INTEREST

- Have experience in clerical works / proper documentation
- Computer literate (Word, Excel, PPT and Outlook)
- Good in oral and written communication
- Have experience in ISO (International Organization for Standardization)

WORK EXPERIENCE

- OJT trainee at ALBASI CORPORATION in Tagum City last December 2015 to February 2016.
- Worked as document controller in ASYADESIGN PARTNER from August 2016 up to February 5, 2021.
- Worked as supervisor in Golden Gate Express Service (Sep 2021-August 2023)
- Worked as Clerk in VSU Integrated High School (August 2023-present)

SEMINARS AND TRAININGS

- The 5s revolution for Clerks and Heads at Visayas State University (VSU)
- Orientation and Guidelines and Procedure on Process/ services under ASO (VSU)

OTHERS

- Civil Service Exam Passer (Professional)