

CHERYL-LAN T. LABOD
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09557243065



Personal Information

Address: Brgy. Pangasugan Baybay City, Leyte
Civil Status: Married
Sex: Female
Height: 169 cm
Weight: 60 kg
Date of Birth: March 04, 1996
Place of Birth: WLPH Baybay City, Leyte

Educational Attainment

Undergraduate Study:

BS in Hotel, Restaurant and Tourism Management
Visayas State University
Visca, Baybay City, Leyte
2012`2017

Secondary Education:

Visayas State University Laboratory High School
Visayas State University
Visca, Baybay City, Leyte
2008`2012

Elementary Education:

Visca Foundation Elementary School
Visayas State University
Visca, Baybay City, Leyte
2002`2008

Skills

Able to operate Mimeograph * Driving Skills with Non-Professional License
* capable in using Microsoft App: Word, Excel and Power point *

Work Experience

ADMIN AIDE I

Contractual – Clerk, Messengerial, deputy Document Record Controller (dDRC), Facilitator, Encoder, Department Focal Person (DFP)

Department of Biological and Sciences

Visayas State University

Visca, Baybay City, Leyte

April 2018- December 2020

Job Description:

- a. Prepares all financial and personnel documents (e.g. Reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, etc.
- b. Maintains cleanliness and orderliness in the office and reception area.
- c. Prepares faculty report of actual teaching load and classroom utilization.
- d. Coordinates office and administrative activities particularly storing, retrieving and integrating information.
- e. Disseminates department and university initiated meetings and seminars.
- f. Receives and relays IP messages and telephone calls for faculty and staff.
- g. Performs messengerial work.
- h. Maintains a systematic filing system of office records.
- i. Facilitates printing of grade sheets as requested by faculty members.
- j. Receives and records incoming and outgoing documents for the department.
- k. Prepares for the IPCR and OPCR.
- l. Performs other functions as assigned by the department head.
- m. Designated as deputy document controller (dDRC) for ISO 9001:2015
- n. Designated as Facilitator for Teaching Performance Evaluation of Students (TPES)
- o. Designated as Encoder for Enrollment.
- p. Designated as Typesetter for the Learning Materials
- q. Designated as Department Focal Person

PRACTICUM

Club Paradise, Dimakya Island, Coron Palawan

April 2017 – March 2017

- a. Room Attendant - 150 Hours training at the Housekeeping Department
- b. Food Attendant- 250 Hours training at the Restaurant Service

- c. Assistant Front Desk - 100 Hours training at the Front Office Department
- d. Assistant Chef/Cook - 200 Hours training at the Main Kitchen – Hot Section
- e. Assistant Bartender - 100 Hours training at the Restaurant Service – Bar Section

Trainings, Seminars and Workshop

Workshop on Typesetting on Learning Modules
Webinar – Google Meet, Visayas State University
Visca, Baybay City, Leyte

Re-orientation for HR processes and Cascading of HR Forms
1st floor CCE Building, Visayas State University
Visca, Baybay City, Leyte
February 4-5, 2020

Workshop for Job Orders
1st Floor CCE, Visayas State University
Visca Baybay City, Leyte
January 15, 2018

Seminar-Workshop on ISO 9001:2015
RDE Hall, Visayas State University
Visca, Baybay City, Leyte
January 16-17, 2018

ISO 9001:2015 QMS Roll Out Orientation
1st Floor CCE, Visayas State University
Visca, Baybay City
April 11, 2018

Launching and Cascading of ISO Quality documents
Convention Center, Visayas State University
Visca, Baybay City, Leyte
August 15, 2018

Workshop on Corrective Action ISO 9001:2015
1st Floor CCE, Visayas State University
Visca, Baybay City, Leyte
September 16-17, 2018

Workshop on Quality Control Matrix and NAP Form-1
1st Floor CCE, Visayas State University
Visca, Baybay City, Leyte
December 13, 2018

Foreign Language: Korean Language Course
SIKAP Language Training Center
Cebu City
February 21, 2018

Safety and Security Orientation
Club Paradise
Dimakya Island, Coron Palawan
March 15, 2017

New Employee Orientation
Club Paradise
Dimakya Island, Coron Palawan
March 14, 2017

Certificate of Competency

National Certificate II in Food and Beverage Services
Technical Education and Skills Development Authority

Character Reference

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