

WORK EXPERIENCE SHEET


Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

Sample: If applying to Supervising Administrative Officer

- Duration: September 16, 2019 – November 30, 2019
- Position: Farm Operations Manager
- Name of Office/Unit: Nursery and Pasture Development
- Immediate Supervisor: Stella Baltao Dizon
- Name of Agency/Organization and Location: Baltao Farm, Toledo City, Cebu
- List of Accomplishments and Contributions (if any)
 - Developed nursery plan
 - **Provided sources of income for non-working/unemployed residents**
 - **Pasture establishment**
- Summary of Actual Duties
 - Responsible in monitoring staff, pasture development and livestock, purchasing supplies, preparing budgets and reports, and ensuring work to be done on the time.

- Duration: Janua1, 2022 – October 17, 2023
- Position: Team Leader / Supervisor
- Name of Office/Unit: Greyhound – Sales Department
- Immediate Supervisor: Michelle Irish Khu
- Name of Agency/Organization and Location: XMC BPO, 8th floor GAGFA Building, Cebu City
- List of Accomplishments and Contributions (if any)
 - **Outstanding contribution and extraordinary service and dedication as a Team Leader.**
- Summary of Actual Duties
 - Efficiently manage and lead a team of agents to meet client expectations and business objectives. Responsibilities also involves monitoring team performance while offering guidance and creating a positive work environment for agents.


 JUDY ANN PURCA
 (Signature over Printed Name
 of Employee/Applicant)

Date: Dec. 12, 2023