

**HONEY SOFIA V. COLIS**

Director, HRMD  
VSU, Baybay City, Leyte

Dear Sir/Madam,

Good day!

I am writing to express my sincere interest in applying for the Administrative Assistant (Computer Operator I) position at your esteemed institution. With my background in administrative support, computer operations, and customer service, I am confident in my ability to contribute effectively to your team.

I have nearly four years of experience as a Cashier and Pharmacy Assistant, where I developed expertise in data entry, records management, and customer service. My experience has strengthened my proficiency in computer applications, attention to detail, and ability to handle clerical tasks efficiently. Additionally, my teaching background has enhanced my organizational skills, adaptability, and ability to work collaboratively with diverse teams.

Enclosed are my resume and other relevant documents for your review. I would greatly appreciate the opportunity to discuss my qualifications further in an interview at your convenience. Thank you for your time and consideration. I look forward to the possibility of joining your team.

Respectfully yours,



**FIDELA P. JUBASAN**  
**[fidelajubasan19@gmail.com](mailto:fidelajubasan19@gmail.com)**  
0962 458 7729

# Fidela P. Jubasan

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- ✉ fidelajubasan19@gmail.com
- 📍 Brgy. Cavite, West. Palo, Leyte



**Objective:** To gain knowledge and experience by applying my skills and capabilities to any task assigned.

## Personal Background

- Name: Fidela P. Jubasan
- Sex: Female
- Date of Birth: September 12, 1990
- Place of Birth: Catarman Northern Samar Hospital
- Height: 5'2"
- Civil Status: Single
- Religion: Baptist
- Languages: Waray, Filipino, English
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## Teaching Experience

- 2017 (July-November): Volunteer Teacher • UEP-ADFC, Catarman N. Samar
- 2018–2019: Grade 1 Adviser, Grade 1-3 History, MAPEH, Science Teacher, Grade 7 TLE Subject Teacher • UEP-ADFC
- 2019-2020: Grade 9 Adviser, Grade 7-8 TLE Subject Teacher • UEP-ADFC

## Non-Teaching Experience

- 2020 (September) – 2022 (May): Pharmacy Assistant/Cashier • MD Pharmacy, Tacloban City, Leyte
- 2022: Pharmacy Assistant/Cashier • Dr. Alico Drugmart, Catarman N. Samar
- 2023-2024 (January-April): Pharmacy Assistant/Cashier • MD Pharmacy, Tacloban City, Leyte
- 2024 (April 15-July 29): Pharmacy Assistant/Cashier • TGP Competik, Palo, Leyte

## Education

- 2017: Bachelor of Secondary Education, Major in Home Economics • University of Eastern Philippines, Catarman Northern Samar
- 2018 (May 23): Passed the Licensure Examination for Teachers (LET)

## Trainings/Seminars

- 2017: Feeding Program • Leonardo M. Amigo High School, Makiwalo Northern Samar
- 2018: National Certificate II in Housekeeping • TESDA, Catarman N. Samar
- 2019: Coping Learner's Psychological Climate in the Digital Age • University of Eastern Philippines
- 2024: TGP House Brand Training • Zoom, Competik, Palo, Leyte

## **Work Experience**

### **Biller**

- FPOSI, January 21, 2025-Present

### **Cashier**

- RDAs Convenient Store, Nov. 9, 2024-January 13, 2024

### **Pharmacy Assistant/Cashier**

- TGP Pharmacy, March 14, 2024-July 29, 2024

### **Pharmacy Assistant/Cashier**

- MD Pharmacy, January 16, 2023-April 14, 2024

### **Pharmacy Assistant/Cashier**

- DR. Alico DrugMart, May 26, 2022-Dec. 31, 2022

### **Teacher**

- ADFC-UEP Catarman, June 2018-March 2020