

## **REMELITO A. SABEJON**

09651778482

remelito.sabejon@vsu.edu.ph

Brgy. Kilim, Baybay City, Leyte



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### **OBJECTIVE**

Motivated professional with 2 years of administrative experience seeking a Clerk role to leverage strong data entry, filing, and customer service abilities to enhance office workflows and support organizational goals.

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### **EDUCATIONAL BACKGROUND**

#### **Bachelor of Science in Agriculture (Major in Horticulture)**

Visayas State University

Graduated: June 14, 2019

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### **TRAINING / CERTIFICATIONS**

#### **Advance ROTC Course**

Completed: 2016

Visayas State University

- Gained leadership, discipline, and field training experience relevant to public service and law enforcement.
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### **WORK EXPERIENCE**

#### **Administrative Aide III (Clerk)**

Visayas State university

July 2023 – Present

Performs general administrative and clerical duties to support daily office operations. This role involves organizing documents, data entry, handling communications, and providing basic support to staff and clients.

**Sales Center Clerk**

PryceGas Inc.

February 12, 2022 – April 12, 2023

Responsible for providing efficient customer service and administrative support at the PryceGas Sales Center. The role includes processing sales transactions, maintaining accurate inventory records, handling customer inquiries, and ensuring the smooth day-to-day operations of the sales center.

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**SKILLS**

- Strong sense of discipline and responsibility
  - Fieldwork readiness and physical fitness
  - Administrative and clerical expertise
  - Knowledge of basic environmental and agricultural concepts
  - Effective communication and teamwork skills
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**CHARACTER REFERENCES**

- Dr. Glenn G. Pajares – glenn.pajares@vsu.edu.ph
- Dr. Manuel D. Gacutan Jr. – manuel.gacutan@vsu.edu.ph
- Mr. Toni Marc L. Dargantes – tmdargantes@vsu.edu.ph