

SHERLYN OTIDA RAMONEDA
Barangay Hibunawan, Baybay City, Leyte
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PERSONAL INFORMATION

Full Name:	Sherlyn O. Ramoneda
Gender:	Female
Birthdate:	January 21, 1997
Age:	27
Civil Status:	Single
Citizenship:	Filipino

WORK EXPERIENCE

- **Department Clerk / deputy Documents and Records Controller**
Department of Biotechnology, Visayas State University
Visca, Baybay City, Leyte
July 10, 2023 – Present
- **Clerk / deputy Documents and Records Controller**
Dean of Student Office, Visayas State University
Visca, Baybay City, Leyte
April 1, 2023 – June 30, 2023
- **Census of Population and Housing Enumerator**
Philippine Statistics Authority
Baybay City, Leyte
September 1, 2020 – September 30, 2020
- **Secretary**
FIRMVEL Gas Station
Juan Baquerfo St. Baybay City, Leyte
June 17 2019 – January 11, 2020
- **Field Worker/Research Aide**
Department of Veterinary Medicine
Visayas State University
August 23, 2017 – December 31, 2018

EDUCATIONAL BACKGROUND

- **PRIMARY**
Hibunawan Elementary School
Brgy. Hibunawan Baybay City, Leyte
SY: 2008-2009
 - **SECONDARY**
Baybay National High School
30 de Diciembre St., Baybay City, Leyte
SY: 2012-2013
 - **TERTIARY**
Bachelor of Science in Agribusiness
Visayas State University
Visca, Baybay City, Leyte
SY: 2016-2017
- Professional Education (19 units)**
Saint Michael College of Hindang
Hindang Leyte
June 2019 – November 2019

TRAINING ATTENDED

- Completed National Certificate III in Bookkeeping Training Program with TESDA Accreditation
Certificates of TVET Program, ACLC College of Ormoc

SKILLS & QUALIFICATIONS

- Experienced Department clerk and dDRC
- Proficient in Microsoft Office Applications (Word, Excel, Power point) and Internet usage
- College Graduate
- NCIII in Bookkeeping Passer
- Verbal and written communication skill
- High level of numeracy
- Keen to details
- Willing to work individually or as a part of a team
- Interpersonal and human relation skills

REFERENCES

- JUNITO A. PONCE, RPM
Head, Student Scholarship Grants and Awards
Office of the Dean of Students, Visayas State University
- CHONA A. BRIT, RGC
Head, Student Welfare Services Office
Office of the Dean of Students, Visayas State University
- LOURD FRANZ M. GABUNADA
Head, Department of Biotechnology
Visayas State University