



ANDRELYN C. REPOSAR
25,Female,Single
Brgy.Guindag-an, Tanauan Leyte
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OBJECTIVE:

- To obtain a position that will broaden my knowledge and will effectively utilize and enhance my skills and potentials.

EDUCATIONAL ATTAINMENT

Tertiary	Bachelor of Science in Economics Eastern Visayas State University (EVSU-Main Campus) 2015-2019
Secondary	Leyte National High School Tacloban Citty 2011-2015
Primary	Don Vicente Quintero Memorial School Tacloban City 2005-2011

SKILLS

- Productive and Efficient
- Hardworking with the ability to adapt environment
- Personable with a positive attitude
- Service Focused
- Time management skills

WORK EXPERIENCE

January 02.2020 to May 30,2024

Branch Assistant at Palawan Pawnshop

- dealing and assisting customer's needs
- facilitates in organizing records, maintains inventory and making reports

- corresponding to actual and computer daily transactions.
- handle monetary and jewelry items according to company's guidelines.

April to June 2018

Internship at Student Assistance and
Service Office (SASO)-Guidance Office-EVSU Main Campus

- facilitates in enrollment process such as accepting, scheduling examination act as proctor on entrance examination days.
- arrange, files and organize new enrollee's records

SEMINARS/TRAININGS ATTENDED:

- Basic Computer Literacy, July 18,2024 to July 29,2024, facilitated by Eltech Hub Learning
- Occupational First Aid and Basic Life Support Cardiopulmonary Resuscitation with AED Training, August 22-23,2023, conducted by Philippine Red Cross-Leyte Chapter
- Basic Pawnshop Operations Seminar- Level 2, January 31 to February 01, 2020, conducted by PPS Academy
- Basic Pawnshop Operations Seminar- Level 1, November 12, 2019, conducted by PPS Academy

REFERENCES:

Joselito P. Estrella
PPS-Branch Operations Supervisor
09977402826

Evangeline Demain
PPS-HR Coordinator
09171098830


ANDRELYN C. REPOSAR
Applicant