

## **GENALYN M. APAS**

Brgy. Kansungka  
Baybay City, Leyte  
Date of Birth: December 4, 1992  
Sex: Female  
Civil Status: Single  
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Email: genalynapas2017@gmail.com



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### **Objective:**

Pursuing opportunities that will help me grow professionally, and help utilize my full potential to enhance my career growth, help promote the company's mission and collaborate to achieve team goals.

### **Skills and Competence:**

- Computer Literate (MS Word, MS Excel, MS PowerPoint)
- Good oral and written communication skills
- Good Interpersonal Skills
- Cash handling experience
- Flexible in any working environment

### **EDUCATIONAL BACKGROUND:**

- **Tertiary:** Bachelor of Science in Agribusiness(2009-2013)  
Visayas State University, Baybay City, Leyte
- **Secondary:** Baybay National High School (2005-2009)  
30 de Diciembre St., Baybay City, Leyte
- **Primary:** Kansungka Elementary School (1999-2005)  
Brgy. Kansungka, Baybay City, Leyte

### **PROFESSIONAL EXPERIENCE:**

**Quality Controller/ Farm Encoder, Corefoods Phils. Export-Import Corporation, Door 1&2 L&R Bldg. Km 4 J.P. Laurel Ave Davao City**

**June 2013 – February 2014**

- Responsible for the Assistance of Farm Operations, Materials & Equipment, and Personnel Monitoring.
- Ensures the quality of Bananas produced for Export and Import purposes.
- Responsible for the accuracy of timekeeping and salary distributions.

**Assistant Cashier: Masbate Branch**

**Head Cashier: Batangas Branch and Naga, Camarines Sur Branch,**

**Sum Finance Services Corporation, Main Office: 29 San Jose St, Tagbilaran City, Bohol**  
**October 2014 – March 2017**

- Responsible for the Cash Flows that occurred and for making reports out of them in everyday operation.
- Accountable in every error-free cash operation.
- Ensures sufficient balance in cash vault for the day-to-day releases.

**Clerk/Deputy Document and Records Controller (dDRC)/Department Focal Person (DFP), Department of Biotechnology**  
**Visayas State University, Visca, Baybay City, Leyte**  
**January 10, 2018-Present**  
**Website: biotech@vsu.edu.ph**

**As Clerk:**

- Encodes annual reports, development plan, annual procurement plan, accomplishment report and individual/ projected/ actual faculty workload every semester/summer;
- Encodes/photocopies examinations, instructional materials and other pertinent documents;
- Encodes/files/retrieves communications, memos, reports, proposals, requests of supplies and materials, renewal of appointments and other official records;
- Prepares payroll, trip ticket, travel voucher, reimbursement and other pertinent documents;
- Records and reminds department head re: meetings, seminars and other official functions;
- Maintains the cleanliness and orderliness of the Biotech office.

**As dDRC:**

- Issues, maintains, retrieves, and controls documents;
- Assigns document numbers and other coding controls for documents in coordination with the University DRC;
- Coordinates with and inform relevant personnel on any changes;
- Ensures the implementation of the control of records;
- Ensures good coordination with the University DRC and alternate dDRCs in all concerns related to document and records control.

**Character References:**

- Zenaida Rafols  
 Owner/Farm Operations Manager  
 Corefoods Phils. Export-Import Corp.  
 Phone: 082-225 1420
- Marietta Sumaylo  
 Owner/ General Manager  
 Sum Finance Services Corp.  
 Phone 63 38 235 3996

- Amos Pael  
Batangas Branch Supervisor  
Sum Finance Services Corp.  
Mobile: +639059724527
- Ma. Theresa P. Loreto  
Dean, College of Arts and Sciences  
Visayas State University  
ViSCA, Baybay City, Leyte  
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- Kyza Mae M. Ramoneda  
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