

GIRLIE D. MENTES

Current Address: Brgy. Danao MacArthur Leyte

Phone No.: N/A

Mobile No.: 09162203942/09928295857

Email Add: girliementes7@gmail.com



PERSONAL INFORMATION

Permanent Address : Brgy. Danao MacArthur Leyte, 6509 Philippines
Birth Place : MacArthur Leyte
Height : 153 cm. / 5 ft
Weight : 55 kg.
Sex : Female
Civil Status : Single
No. of Children : None
Religion : INC
Nationality : Filipino

EDUCATIONAL BACKGROUND

Elementary School: Danao Elementary School Address: MacArthur Leyte	Year 1998-2003
Secondary School: MacArthur National High School Address: MacArthur Leyte	Year 2003-2007
College/Vocational course Course: Practical Nursing School: Saint Augustine School of Nursing Address: Tacloban City	Year 2007-2010
College/Bachelor's Degree Course: Bachelor of Science in Commerce Major in Business Management School: Saint Paul School of Professional Studies Address: Tacloban City	Year 2013-2016
College/ Unit Earner. Course: Bachelor of Science in Secondary Education School : Leyte Colleges Address : Tacloban City	Year 2021-2022

EMPLOYMENT HISTORY

Position : Administrative Officer
Company : Danao Elementary School
Address : Brgy. Danao MacArthur Leyte
Date : April 01, 2024- January 31, 2025

Job Description /Duties and Responsibilities

- Personnel management

- Records management
- Liquidate School MOOE
- General administrative task
- Ensuring the smooth functioning of the department.

Position : CSR / Affiliate Manager

Company :Lucky 88/ Revendale Supporting solutions Inc.

Address :Brgy. Porac Pampanga City/ Brgy. 98 Gaitos st. Pasay City

Date : July 2022- December 2022

Job Description /Duties and Responsibilities

- Activate clients account
- Assist clients
- Discuss procedures and additional information
- Motivating clients

Position : Financial Advisor

Company: Sunlife Grepa Tacloban

Address : Juan Luna Street Tacloban City

Date: March 2017- 2020

Job Description / Duties and Responsibilities

- Assist client
- Discuss different types of insurance policies
- Collect payments
- Update clients policy status

Position: CSR / Teller

Company : Globe Telecom

Address : Robinsons mall marasbaras Tacloban, City

Date: 2016-2017

Reason for leaving: Need to practice my profession an manager

Job Description / Duties and Responsibilities

- Receive payment from customers
- Count cash received at the beginning and end of shift.
- Give solutions to customers data problems.
- Provide customer assistance personally
- Perform work related errands as requested.

Position: Data Analyst

Company: Cordata / FPOSI (Freight Processing Outsourcing Solution Inc.)

Address: Tacloban City

Date: 2011-2014

Reason for leaving: Need to continue and finish my bachelor's degree

Job Description / Duties and Responsibilities:

- .Analyze data
- . Sorting data information
- .Reviewing data for errors
- .Correcting necessary data items
- Complying with data entry deadlines

Position: Nursing assistant

Company: Tacloban City Hospital

Address: Tacloban City

Date: 2010-2011

Reason for Leaving: Need to continue study and look for better opportunity

Job Description / Duties and Responsibilities:

- Perform Vital sign
- . Assist OPD patients
- . Assist doctors in labor and operating room.
- Received patients in emergency room.
- Assist doctors in doing rounds every day

Position: Secretary / Sangguniang Kabataan

Company: Local government

Address: Macarthur Leyte

Date: 2007-2010

Reason for Leaving: End term

Job Description / Duties and Responsibilities:

- .Record minutes.
- .Prepare paper works and other stuff every end of the month.
- .Prepare and fix papers that needs to be sign by the head.
- Make report every 1st Monday of the month

TRAININGS / SEMINARS ATTENDED

Training Center/Seminar Provider: SPSPS/ Law office

Duration: 01-22-2016

Address: SPSPS Auditorium

Title: Winning cycle of brand ‘ digital Marketing’

Training Center/Seminar Provider: TRANDEV/ SPSPS

Duration: 3-13-2015

Address: SPSPS Auditorium

Title: Modern challenges in modernship

Training Center/Seminar Provider: SADE /Local government of Macarthur

Duration: 10/15/2008-10/17/2008

Address: MacArthur Leyte Municipal Hall

Title: Son’s and Daughter’s encounter

Training Center/Seminars Provider: Philippine Red Cross/ SASN

Duration : 03/16/2009-03/18/2009

Address : Tacloban City

Title : Saving lives

SPECIAL SKILLS / INTERESTS

- Good communication skill in English
- Uses digital media.
- Time management skills.
- Good computer skills

- Used critical thinking and research skills.
- Perform Vital signs
- Perform first aid

STRENGTHS

- Motivated/ Dedicated to work
- Enthusiastic
- Fun to be with
- Ability to work under pressure
- Can adopt environment easily
- Team player
- Focused

WEAKNESSES

- Too much detailed oriented
- Multi-task too much
- Strict
- Works too much

DREAMS

- To give a comfortable life to my family specially to my parents.
- To have a complete and happy family
- Become financially independent
- To have an stable job
- To have my own businesses
- To have my own charity institution to help other people

CHARACTER REFERENCES

Name: Hon. Jared Milar
 Position: Brgy. Captain
 Company: LGU of MacArthur
 Address: MacArthur Leyte
 Contact No: 09123057708

Name: Janri Lyriam Ancajas
 Position: Project supervisor
 Company : FPOSI
 Address: Apitong Tacloban City
 Contact No: 09186551528

Name: Elizar Rama Bantanos
 Position: Forester (VSU)
 Company: DAR
 Address: Tacloban, City
 Contact No: 09338158739

