

DEBIE JEAN M. HERBOLINGO

Purok 2, Brgy. San Agustin, Baybay, Leyte

Mobile No. 09456799723

Email Add: babydebs08@gmail.com

**CAREER OBJECTIVE:**

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

PERSONAL PROFILE

Place of Birth	:	Baybay City, Leyte
Date of Birth	:	November 13, 1994
Age	:	30yrs. Old
Sex	:	Female
Height	:	4'11
Weight	:	54kgs
Civil Status	:	Single
Religion	:	Roman Catholic
Father's	:	Mr. Dominic D. Herbolingo Sr.
Mother's	:	Mrs. Bernardita M. Borela

EDUCATIONAL ATTAINMENT

College	:	Visayas State University Main Campus, Visca Baybay City, Leyte Bachelor of Elementary Education June 2011 – April 2015
Secondary	:	Bunga National High School Baybay City, Leyte June 2007 – March 2011
Primary	:	San Agustin Elementary School San Agustin Baybay City Leyte June 2001 – March 2007

SKILLS:

- Computer Literacy
- Customer-service skills: active listening, time management, and prioritization.
- Interpersonal skills: communication, teamwork, and empathy.
- Leadership skills: decision making, stress management, and organization.

EXPERIENCES:

- **Cathay Hardware Corp.-Cebu**
Sales Secretary
March 2015 - November 2015
- **Robinson's Supermarket - Ormoc**
Secretary
March 2016 -October 2016
- **Progress Home and Office Furnishings- Davao**
Sales Executive
November 03, 2017 - June 6, 2019
- **Visayas State University - Main Campus**
Office Clerk
December 1, 2023 - present

REFERENCES:

Michael Buzon
Brgy. San Isidro, Baybay City, Leyte

Mila P. Balan
San Agustin Baybay City, Leyte

Dr. Renezita S. Come
VSU, Baybay City, Leyte

I certify the best of my knowledge that the above information is true and correct.


DEBIE JEAN M. HERBOLINGO
Applicant