

**RUSSELL MARIE O. DONATO****Address:** Brgy. Imelda Matag-ob Leyte**Contact No:** 0997-687-5850**Email address:** russelmariedonato@gmail.com

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**Objective**

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- To seek professional employment with multi-industry company, which utilizes my extensive background in business management and to be able to provide effective communication and resolution related to management aspects.

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**Personal information**

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Age	:	22
Date of Birth	:	December 2, 1996
Place of Birth	:	Brgy. Imelda Matag-ob Leyte
Gender	:	Female
Height	:	5' 1"
Weight	:	48 kg
Civil Status	:	Single
Religion	:	Seventh Day Adventist
Nationality	:	Filipino

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**Educational background**

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**Elementary (S.Y. 2003-2009)**

Matag-ob Central School  
-9<sup>th</sup> Honors

**Secondary (S.Y. 2009-2013)**

Matag-ob National High School

**Tertiary (S.Y. 2013-2019)**

Visayas State University  
"Bachelor of Science in Agribusiness"

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**Working Experience**

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April 2015 to June 2106	Roma's Merchandise Sales Associate
December 2019 to April 2020	Area Supervisor (Listahanan) of DSWD Region8
November 2020 to June 2021	Account Officer at Rizal Bank Corporation

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**Skills**

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- Oriented in Microsoft Office Application such as:
  - Microsoft Officeword
  - Microsoft Powerpoint Presentation
  - Microsoft Excel
- Communication Skills
- Interpersonal and Decision Making Skills
- Skills in planning, organizing, monitoring and controlling business operations.
- Leadership Skills

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**Seminar Experience**

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**“ Breaking Limits, Be an Effective Speaker”**

4<sup>th</sup> of December 2018

ADE-125N

Visayas State University

**“ Youth can Make a Change”**

15<sup>th</sup> of March 2017

Auditorium, Department of Forestry

Tarsier Organization

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**Certificates**

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June 12, 2019

Certificate of Completion of On the Job Training  
(OJT) at JF Healthy Farm for 300 hours  
and a Case Study entitled “ Sweet Corn Production”

December 14,2018

Feasibility Study of Bunga Women's  
Association (BUWA) Sweet Potato Chips

June 6, 2020

Certificate of Completion for 120 hours in Teaching  
English as Foreign Language (TEFL)

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**Character Reference**

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Nilda T. Amestoso

Associate Professor  
Department of Business and Management  
Visayas State University  
Contact No: 09558639019

Geleca C. Igdanes

Teaching Staff  
Department of Agronomy  
Visayas State University  
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