

## **ANALEA O. OCAÑADA**

Brgy. Pomponan Sitio, Caabing  
Baybay City, Leyte  
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+639651338384



### **PERSONAL INFORMATION**

Age: 29  
Birth date: March 16, 1993  
Birthplace: Baybay City, Leyte  
Height: 1.29m  
Weight: 43kg

### **EDUCATIONAL BACKGROUND**

Bachelor Degree  
Franciscan College of the Immaculate Conception  
Brgy. Naga Baybay City, Leyte  
Bachelor of Science in Information Technology  
Date of Graduation: March 16, 2013

### **OBJECTIVE**

My objective is to apply as Administrative Officer I (Cashier I) in the Visayas State University to harness my skills and experience as well as to develop and foster my professional growth with a healthy environment.

### **SUMMARY OF QUALIFICATIONS**

- Computer Literate (MS, EXCEL, PPS)
- Responsible and Industrious
- Organized, Self-motivated, Highly Trustworthy
- Flexible and keen to details
- Can work with minimal supervision
- Can work under pressure
- Possesses good interpersonal skills
- Eager and willing to be trained and assimilate skills

### **WORK EXPERIENCE**

**EUPI-PPS (Eight Under Par Inc. – Palawan Pawnshop)**  
**Cogon Ormoc City**  
**Position: Branch Associate**  
**October 16, 2007 - Present**

#### **LGU SPES**

**Baybay City, Leyte**  
**Position: Special Program for the Employment of Students**  
**April 1, 2010 – May 30, 2010**  
**April 1, 2011 – May 30, 2011**  
**April 1, 2012 – May 30, 2012**

## **CHARACTER REFERENCES**

### **Ms. Aileen R. Bandalan**

Branch Manager

Brgy. San Isidro, Baybay City, Leyte

Contact Number: **+639757770416**

### **Mrs. Edna B. Ramirez**

Teacher

Baybay City, Leyte

Contact Number: **+639606638764**

### **Mr. Joie Proceso Caintic**

Admin Staff

Brgy. Marcos Baybay City, Leyte

Contact Number: **+639532458653**