

CURRICULUM VITAE
GINA ARCIGA LORETO
Barangay Zone-5, Baybay City, Leyte

Objective: To render services in Cash Division and other work related to my skills.

PERSONAL HISTORY:

Position Desired	:	Administrative Assistant II
Date of Birth	:	November 30, 1967
Place of Birth	:	Malinao, Albay
Special Skills	:	Operate Computer, laptop, copier & fax machines
Civil Status	:	Married
		Husband: Arch. Elbin S. Loreto
Height	:	5'3"
Weight	:	64 kls
Religion	:	Roman Catholic
Sex	:	Female
Mother's Name	:	Felicitacion B. Arciga
		Deceased
Father's Name	:	Matias C. Arciga
		Deceased
Person to be contacted		
In case of Emergency :		Leigh Jeanne A. Loreto
		Daughter
		Mobile # 09553962846

EDUCATIONAL BACKGROUND:

1975 – 1981	-	PRIMARY Barangka Elementary School Barangka, Marikina City
1981 – 1985	-	SECONDARY Quirino High School Proj. 2 & 3, Quezon City
1985 – 1989	-	COLLEGE Philippine School of Business Administration (PSBA) Aurora Boulevard, Quezon City Graduated 1989-BSBA major in Accounting

WORK EXPERIENCES:

- | | | |
|----------------------|---|--|
| 1992 – 1996 | - | CALIFORNIA BEVERAGE TRADING, INC.
San Juan, Metro Manila
Position : Admin-Accounting Staff |
| 1996 – 1997 | - | CENTURY PROPERTIES MANAGEMENT, INC. (CPMI)
Property Base : One Magnificent Mile Condominium
Ortigas Avenue, Quezon City
Position : Property Accountant |
| 1999 – 2000 | - | CB RICHARD ELLIS PHILIPPINES (CBRE)
Property Base : Taipan Place Condominium
Ortigas Avenue, Quezon City
Position : Property Accountant |
| 2007 – 2013 | - | BARANGAY ZONE-5
Position : Barangay Treasurer |
| 2014 – 2018 | - | VISAYAS STATE UNIVERSITY
Visca, baybay City, Leyte
General Services Division (GSD)
Admin Aide III (Job Order) |
| 2018 – 2023 June 12 | - | VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
Office of the Head of Accounting (OHA)
Admin Aide IV (Permanent) |
| 2023 June 13-Present | - | VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
Office of the University Registrar
Admin Aide VI |

CHARACTER REFERENCES:

- | | | |
|--------------------------------|---|---|
| Engr. MARIO LILIO P. VALENZONA | - | VISAYAS STATE UNIVERSITY
Director, GSD
Mobile No. 0917-6341514 |
| Dr. JOSE L. BACUSMO | - | VISAYAS STATE UNIVERSITY
Head, OVPRE
Mobile No. 0917-3108076 |
| Mr. NICK FREDDY R. BELLO | - | VISAYAS STATE UNIVERSITY
Head, Accounting Department
Mobile No. 0929-2255015 |
| Ms. MIRIAM M. DE LA TORRE | - | VISAYAS STATE UNIVERSITY
OIC, University Registrar
Mobile No. 0932-7733751 |

