

SHERLYN OTIDA RAMONEDA
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PERSONAL

Address: Brgy. Hibunawan, Baybay City, Leyte
Date of Birth: January 21, 1997
Age: 28
Place of Birth: Baybay, Leyte
Civil Status: Single
Citizenship: Filipino

EDUCATION

TERTIARY

Bachelor of Science in Agribusiness
Visayas State University
Visca, Baybay City, Leyte
2013 – 2017

SECONDARY

Baybay National High School
30 de Diciembre St. Baybay City, Leyte
2009 – 2013

PRIMARY

Hibunawan Elementary School
Brgy. Hibunawan Baybay City, Leyte
2003 – 2009

WORK EXPERIENCE

Date of Employment/ Job Description/Agency	Responsibilities
July 10, 2023 – Present Clerk/dDRC Visayas State University, Department of Biotechnology	<p>Issuing, maintaining retrieving and controlling controlled document; assigning of document numbers and other coding controls for document in coordination with the DRC; coordinate with and inform relevant personnel on any changes; ensuring the implementation of the control of records</p> <p>Encode annual reports, development plan, annual procurement plan, accomplishment report and individual faculty workload. Encode/ photocopy examinations, instructional materials and other pertinent documents. Encode/file/retrieve communications, memos, reports, proposals, requests of supplies and materials, renewal of appointments & other official record. Prepare payroll, trip ticket, travel voucher, reimbursement. Record and remind department head re: meetings, seminars and other functions.</p>
April 1, 2023 – June 30, 2023 CHED-UniFAST Encoder Visayas State University, Dean of Students Office	<p>Encodes COR in database format as required for free tuition or higher education of the CHED-UniFAST, renaming/labelling of the CORs and preparing the billing documents for the VSU Main Campus, checking the billing documents from all external campuses.</p>
September 1, 2020 – September 30, 2020 Census in Population and Housing Enumerator Philippines Statistics Authority	<p>Conduct courtesy call before enumeration (together with team supervisor) to the barangay captain or any barangay official and conduct an ocular inspection of the boundaries and other physical features of assigned barangay.</p> <p>Visit all buildings and determine if it is qualified to be listed or not; ensure that the building serial number, household serial number and housing unit serial number is listed correctly; interview the household head or any respondent that can answer the CPH questions regarding the characteristics of household member, housing unit and household; review and ensures completeness and consistency of entries after interviewing.</p> <p>Meeting with the Team Supervisor once a week and submit daily and weekly accomplishment report.</p>

June 17 2019 – January 11, 2020
Secretary / Branch Cashier
FIRMVEL Gas Station

Update fuel stock inventory, fuel shifting and sales inventory report of all station branches; fuel purchase order; billing and monitor customer's unpaid purchase orders; calling and receiving calls from branch cashiers of all stations; printing, scanning and photocopying of documents.

Monitor and collects day shift and night shift sales of pump attendants; release weekly salary of pump attendants; remits day shift and night shift sales to the treasurer.

August 23, 2017 – December 31, 2018
Visayas State University,
Department of Veterinary Medicine

Visits different barangays in Baybay City and neighboring municipalities for arrangement of surveys on Newcastle Disease; Organize training schedule in Newcastle disease vaccination.

Assist on the information, education and communication campaign in Baybay City against Newcastle Disease; assist in vaccination of chickens against Newcastle disease and data gathering through house-to-house survey on chicken raisers and encoding gathered data.

TRAINING ATTENDED

- Completed National Certificate III in Bookkeeping Training Program with TESDA Accreditation Certificates of TVET Program, ACLC College of Ormoc, from
- Attended the 4th Level Training in Census of Population and Housing 2020 from August 3, 2020 to August 7, 2020, Philippine Statistics Authority

SKILLS AND QUALIFICATION

College Graduate

NCIII in Bookkeeping Passer

Proficient in Microsoft Office Applications and internet usage

High level of numeracy

Verbal and Written Communication Skills

Interpersonal and Human Relation Skills

Keen to details

Willing to work individually or as a part of a team

REFERENCES

Donna Christene Q. Ramos

Department Head

Department of Biotechnology, Visayas State University

Visca, Baybay City, Leyte

Ma. Theresa P. Loreto

Director

Advanced Research and Innovation Center, Visayas State University

Visca, Baybay City, Leyte