

CHRISTENED GRACE C. CATINDOY

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622 Velarde Street Brgy Salvacion Poblacion

Alangalang Leyte

24 years old



OBJECTIVE

To work with competitive individuals and intellectuals so that I may be able to enhance my knowledge & experience required for the job.

SUMMARY OF QUALIFICATIONS

Possess good leadership skills

Innovative

Good Communication Skills

Trustworthy

Proficient in Windows, Internet and M.S. Office applications.

WORK EXPERIENCE

- | | |
|------------------|--|
| 2016 | Special Program for the Employment of Students (SPES)
Local Government Unit –Alangalang, Leyte
Municipal Planning and Development Office (MPDO) |
| 2017-2018 | Fraud Analyst
Sitel, Philippines (Pioneer Site)
Financial Account, Fraud Transaction Department |
| 2018-2021 | Payroll Specialist / Subject Matter Expert
Concentrix Cebu
Financial Account, Intuit department |

SCHOLASTIC RECORDS

- | | |
|-----------------------|---|
| 2020 - Present | Master of Science in Environmental Biology
<i>Cebu Normal University</i>
Cebu City |
| 2013-2017 | BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT
VISAYAS STATE UNIVERSITY-ALANGALANG
Binongtoan, Alangalang, Leyte
<i>Cum Laude</i> |
| 2009-2013 | ALANGALANG NATIONAL HIGH SCHOOL
Alangalang, Leyte
<i>5th HONORABLE MENTION</i> |
| 2003- 2009 | ALANGALANG I CENTRAL SCHOOL
Alangalang, Leyte
<i>With honors</i> |

TRAININGS AND SEMINARS ATTENDED

- | | |
|-------------|--|
| 2014 | STUDENTS COUNCIL ALLIANCE OF THE PHILIPPINES (SCAP) |
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SCAP #Malaya #BuildBetterTogether

Delegate - Eastern Visayas State University Tacloban, City

- 2015** **24'th Philippine Biodiversity Symposium**
Island Biodiversity Conservation: Successes, challenges & future direction
Participant -- University of Eastern Philippines Catarman Northern Samar
- 2016** **Time Congress**
Train Manage Initiate Explore
Participant - ViscaBaybay, Leyte
- 2018** **Payroll Specialist Training**
Payroll Intuit
Trainee
- 2020** **Support Training (Financial department)**
Subject Matter Expert
Trainee

ACHIEVEMENTS AND EXTRACURRICULAR ACTIVITIES

- 2012-2013** **SUPREME STUDENT GOVERNMENT (SSG)**
4th Year Highschool Representative
Alangalang National High School - Alangalang, Leyte
- 2013 – 2015** **DEAN'S LISTER**
Visayas State University – Alangalang
Binongtoan Alangalang, Leyte
- 2014-2015** **SEMS (Society of Environmental Management Students)**
Auditor
Visayas State University – Alangalang
Binongtoan Alangalang, Leyte
- 2015-2016** **CSSC (College of Supreme Student Council)**
Board Member
Visayas State University – Alangalang
Binongtoan Alangalang, Leyte
- 2016** **MERIT OF LEADERSHIP**
1st Semester, S.Y. 2015-2017
Visayas State University-Alangalang
Binongtoan Alangalang, Leyte
- 2016-2017** **EARTH ORGANIZATION (Environmental Alliance Reforming the Humanity)**
President
Visayas State University-Alangalang
Binongtoan Alangalang, Leyte
- 2017** **BEST IN THESIS**
2nd Semester, S.Y. 2016-2017
Visayas State University-Alangalang
Binongtoan Alangalang, Leyte
- 2018** **AMBASSADOR OF COMMUNICATION**

Sitel Philippines
Fraud transaction department

2020 **SUBJECT MATTER EXPERT**

Concentrix Cebu

I do hereby declare that the above statements are true and correct to the best of knowledge and belief.

CHRISTENED GRACE C. CATINDOY