



CATHRINE JOY T. YAPIT

Personal Information

Age: 24 years old
Date of Birth: June 08, 2000
Sex: Female
Place of Birth: Tacloban City
Civil Status: Single
Nationality: Filipino
Religion: Roman Catholic

Contact

Phone: 0955-912-1619
Email: yapitcathrinejoy@gmail.com
Address: Zone Aries Brgy. Pawing, Palo, Leyte

Skills

- Communication Skills
- Computer Skills
- Adaptability
- Time Management
- Ethical Judgement and Integrity
- Shorthand Writing

Work Experience

- **Contract of Service Worker (Civil Service Commission Regional Office VIII)**
January 02, 2025-March 03, 2025
- **GIP (Civil Service Commission Regional Office VIII)**
February 07, 2024-December 31, 2024
- **GIP (Department of Labor and Employment Regional Office VIII)**
October 26, 2023-December 31, 2023
- **Student Intern (Commission on Election Regional Office VIII)**
March 23, 2023- May 18, 2023

About Me

I excel in communication and collaboration, ensuring that objectives are achieved efficiently, on time, and with excellence. I am committed to reliability, trustworthiness and continuous improvement in any professional-setting.

Education

- **BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION**
2019-2023
Eastern Visayas State University
- **SENIOR HIGHSCHOOL**
2017-2019
ACLC College of Tacloban
- **JUNIOR HIGHSCHOOL**
2013-2017
Marasbaras National Highschool
- **ELEMENTARY**
2007-2013
Pawing Elementary School

Achievements

- **2025**
 - **Career Service Computerized Examination-Subprofessional**
- **2022-2023**
 - **Academic Achiever**
 - **Dean's Lister**
 - **Class Representative**
Philippine Association of Students in Office Administration
 - **Organization Member**
Students in Free Enterprise
- **2017-2019**
 - **With Honors**
- **2007-2013**
 - **Class Achiever**
 - **With Honors**

Character Reference

- **Rose Anna L. Refuerzo**
College of Business and Entrepreneurship, Dean Eastern Visayas State University- Tacloban City
0917-622-7563