

# JACEL P. MERINO

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Address: Brgy. Maybog, Baybay City, Leyte

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## OBJECTIVE

To obtain the position in a reputable institution wherein my skills and professional training experience can be utilized towards professional growth and development of the company and me.

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## PERSONAL INFORMATION

Age : 24 years old  
Gender : Female  
Date of Birth : November 10, 1996  
Place of Birth : Brgy. Maybog, Baybay City, Leyte  
Civil Status : Single  
Height : 5'4"  
Weight : 60 kgs.

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## EDUCATIONAL BACKGROUND

Program : Bachelor of Science in Business Administration  
Major in Financial Management  
Tertiary : Franciscan College of the Immaculate Conception  
A. Bonifacio Street, Baybay City, Leyte  
2016-2020

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## SKILLS

- Interpersonal Skills
  - Computer Skills Communication Skills
  - Communication Skills
  - Accounting Skills
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## **WORK EXPERIENCE**

### **Working Student**

*Zone 21 Street, Baybay City, Leyte*

*October 2016-May 2020*

- Managed Hoffner von Stygenein's property
- Served as the primary contact for incoming phone calls
- Acted as the property's custodian while taking a full time degree

### **Administrative Assistant Intern**

*Department of Public Works and Highways*

*Hipusngo, Baybay City, Leyte*

*December 2019-February 2020*

- Undertook 12 weeks professional experience on the local government office as one of its staff.
- Provide general support to the staff as requested

### **Secretary- Modern Business Achievers (MBA)**

*FCIC, College Club*

*June 2018-May 2019*

- Assisted in the tasks and goals in the organization
- Wrote reports and up to date programs that are scheduled
- Keep the records of the organization in the time of office

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## **CHARACTER REFERENCES**

### **Sister M. Emilie Igano, OSF**

Program Head College of Business Administration and Management  
0919-562-6529

### **Christine P. Cardoza, M.A., RGC**

Head, Guidance and Testing Center, FCIC  
0920-408-4481

### **Eugenio B. Narra**

Competency Assesor, House Keeping NCII.  
0945-295-8823