



**CEL-ANN JOY VERUEN IMPAS**  
 Career Service Professional Examination Passer

Objective: To be able to work in any position where I could utilize and further develop my skills and ability for continuous growth and for the company development as well.

celannjoy25veruen@gmail.com

+63 908 392 9170

Basey, Samar

**WORK EXPERIENCE**

**Center Supervisor**  
 International Cultural Studies and Education Corporation  
 Mandaue City, Cebu  
 April 2018 – February 2019

**Training Head**  
 Philippine Oppo Mobile Technology, Inc.  
 Eastern Visayas Region  
 Tacloban City  
 July 2017 – March 2018

**Student Assistant**  
 Eastern Visayas State University  
 Dean's Office, College of Engineering  
 July 2015 – March 2016  
 Supply Office  
 July 2012 – March 2014

**EDUCATION**

Bachelor of Science in Entrepreneurship  
 Eastern Visayas State University  
 Tacloban City, Leyte  
 2016

**SEMINARS / TRAINING ATTENDED**

**Ethics and Professionalism**  
 College of Business and Entrepreneurship  
 Eastern Visayas State University  
 Tacloban City | August 17, 2015

**Consumer Education Seminar**  
 Eastern Visayas State University  
 Tacloban City | October 9, 2015

**How to Organize A Seminar**  
 Eastern Visayas State University  
 Tacloban City | December 17, 2015

**Understanding Public Opinion**  
 College of Business and Entrepreneurship  
 Eastern Visayas State University  
 Tacloban City | August 17, 2015

**WIWAG Business Week**  
 Embassy of Switzerland and College of Business and Entrepreneurship, Eastern Visayas State University  
 June 16-19, 2014

**Generating Opportunities and Achievements for Leadership Success**  
 Tacloban City  
 March 10, 2016

**SKILLS**

Presentation & Public Speaking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Active Listening	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Perseverance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Written & Oral Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Creativity & Problem Solving	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arithmetic Operation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Analysis & Thinking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**TECHNICAL SKILLS**

- Knowledgeable in the following office:
- MS Word
  - MS Excel
  - MS PowerPoint
  - MS Publisher
- Good in managing emails
- Knows to operate zoom and google met
- Proficient in Data encoding and Monitoring
- PDF Conversion to another format and editing
- Good in taking notes and making minutes of meeting
- Meeting set-up and activities planner

**LANGUAGE**

English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tagalog	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**PERSONAL INFORMATION**

Age: 30  
 Gender: Female  
 Birthday: July 25, 1993  
 Address: Brgy. Salvacion, Basey, Samar  
 Citizenship: Filipino  
 Status: Married  
 Height: 5'3"  
 Weight: 41kg  
 Hair color: Black