

GENALYN M. APAS

Brgy. Kansungka
Baybay City, Leyte
Date of Birth: December 4, 1992
Sex: Female
Civil Status: Single
Mobile No.: 09513539477
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Objective:

Pursuing opportunities that will help me grow professionally, and help utilize my full potential to enhance my career growth, help promote the company's mission and collaborate to achieve team goals.

Skills and Competence:

- Computer Literate (MS Word, MS Excel, MS PowerPoint)
- Documents and Records handling experience
- Flexible in any working environment

EDUCATIONAL BACKGROUND:

- **Tertiary:** Bachelor of Science in Agribusiness(2009-2013)
Visayas State University, Baybay City, Leyte
- **Secondary:** Baybay National High School (2005-2009)
30 de Diciembre St., Baybay City, Leyte
- **Primary:** Kansungka Elementary School (1999-2005)
Brgy. Kansungka, Baybay City, Leyte

PROFESSIONAL EXPERIENCE:

Quality Controller/ Farm Encoder, Corefoods Phils. Export-Import Corporation, Door 1&2 L&R Bldg. Km 4 J.P. Laurel Ave Davao City

June 2013 – February 2014

- Responsible for the Assistance of Farm Operations, Materials & Equipment, and Personnel Monitoring.
- Ensures the quality of Bananas produced for Export and Import purposes.
- Responsible for the accuracy of timekeeping and salary distributions.

Assistant Cashier: Masbate Branch

Head Cashier: Batangas Branch and Naga, Camarines Sur Branch,

Sum Finance Services Corporation, Main Office: 29 San Jose St, Tagbilaran City, Bohol
October 2014 – March 2017

- Responsible for the Cash Flows that occurred and for making reports out of them in everyday operation.

- Accountable in every error-free cash operation.
- Ensures sufficient balance in cash vault for the day-to-day releases.

Clerk/Deputy Document and Records Controller (dDRC)/Department Focal Person (DFP), Department of Biotechnology
Visayas State University, Visca, Baybay City, Leyte
January 10, 2018-March 5, 2023
Website: biotech@vsu.edu.ph

Clerk/Deputy Document and Records Controller (dDRC)/Department Focal Person (DFP), Department of Mathematics
Visayas State University, Visca, Baybay City, Leyte
March 6, 2023-Present
Website: dmath@vsu.edu.ph

As Clerk:

- Encodes annual reports, development plan, annual procurement plan, accomplishment report and individual/ projected/ actual faculty workload every semester/summer;
- Encodes/photocopies examinations, instructional materials and other pertinent documents;
- Encodes/files/retrieves communications, memos, reports, proposals, requests of supplies and materials, renewal of appointments and other official records;
- Prepares payroll, trip ticket, travel voucher, reimbursement and other pertinent documents;
- Records and reminds department head re: meetings, seminars and other official functions;
- Maintains the cleanliness and orderliness of the Biotech office.

As dDRC:

- Issues, maintains, retrieves, and controls documents;
- Assigns document numbers and other coding controls for documents in coordination with the University DRC;
- Coordinates with and inform relevant personnel on any changes;
- Ensures the implementation of the control of records;
- Ensures good coordination with the University DRC and alternate dDRCs in all concerns related to document and records control.

Character References:

- Zenaida Rafols
Owner/Farm Operations Manager
Corefoods Phils. Export-Import Corp.
Phone: 082-225 1420
- Marietta Sumaylo
Owner/ General Manager
Sum Finance Services Corp.
Phone 63 38 235 3996
- Amos Pael
Batangas Branch Supervisor
Sum Finance Services Corp.
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- Ma. Theresa P. Loreto
Former Dean, College of Arts and Sciences
Visayas State University
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- Kyza Mae M. Ramoneda
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- Lourd Franz M. Gabunada
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- Eusebio R. Lina, Jr.
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