**JOAN OMANDA****C**

Sitio Talisay, Brgy. Bulado

Guihulngan City, Negros Oriental, 6214

09533570405

**OBJECTIVE**

 Pursuing oppurtunity which will help me to grow professonally, while effectively utilizing my versatile skills and to provide services to your company.

**EDUCATIONAL ATTAINMENT**

Tertiary: Bachelor of Science in Business Administration

 Negros Oriental State University- Guihulngan

 Guihulngan City, Negros Oriental

 2015-2019

Secondary: Guihulngan National High School-Poblacion

 Guihulngan City, Negros Oriental

 2009-2013

Primary: Bulado Elementary School

 Brgy. Bulado, Guihulngan City, Negros Oriental

 2003 -2008

**SKILLS AND STRENGTHS**

* MS Word
* MS Excel
* MS Powerpoint
* Multi- tasking
* Self- Discipline
* God- Fearing

**COMMUNITY SERVICES**

Aglipayan Church Brgy. Bulado, Guihulngan City, Negros Oriental

 Volunteer 2013

* teaching childrens about GOD’s words for atleast one month services.

**TRAININGS AND SEMINARS**

* Leadership Training

Conference room, Norsu-Guihulngan City Campus

Guihulngan City, Negros Oriental

 February 19, 2016

* Avon Seminar

2nd Floor public market funtion hall

Guihulngan City, Negros Oriental

2016

* Contact Center Services NCII

2nd Floor public market funtion hall

Guihulngan City, Negros Oriental

April 2, 2018

**EXPERIENCES**

* Techhub Corp.

OJT (Hr Department)

14th Floor, Gagfa Tower F Cabahug St., Panagdait Cebu City

Oct 29, 2018 – February 5, 2019

* Merzci Corp

Branch Supervisor

Colon St., Dumagete City, Negros Oriental

April - June 2019

* Philippines Statistic Authority

Enumerator Census of Population and Housing

Guihulngan City, Negros Oriental

September 1- Seteptember 29, 2020

**REFERENCES**

Jun-jun O. Lastimosa

Brgy,. Tresurer

Brgy. Bulado, Guihulngan City, Negros Oriental

09558392256

Kerico Turno

Security Guard

Brgy. Bulado, Guihulngan City, Negros Oriental

09161062446

Jennifer Acabal

Tracking Secretary

Mandaue City, Cebu

09978011399