

# JOLINA M. CAYABYAB

137 BALLECEX EXT. SOUTH SIGNAL VILLAGE WESTERN  
BICUTAN, TAGUIG CITY

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09631695587



**OBJECTIVES:** *Seeking a position in an organization where I can enhance my skills and build a career with time and be one of the Company's most valuable talent.*

## EDUCATIONAL BACKGROUND:

- TERTIARY** : **PANGASINAN STATE UNIVERSITY**  
BAYAMBANG CAMPUS  
*Quezon Boulevard St. Bayambang, Pangasinan*  
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION  
Major in Marketing Management (2019-2023)
- SECONDARY** : **BAYAMBANG NATIONAL HIGH SCHOOL**  
*Roxas Magsaysay St. Bayambang Pangasinan*  
Accountancy, Business and Management (ABM)  
Senior High School (2017-2019)  
Junior High School (2013-2017)
- PRIMARY** : **TOCOC EAST-WEST ELEMENTARY SCHOOL**  
*Tococ West Bayambang, Pangasinan*  
(2007-2013)

## INTERNSHIP AND WORK IMMERSION

- COLLEGE** : **BAYAMBANG MUNICIPAL OFFICE**  
MUNICIPAL ENGINEERING OFFICE  
MARCH 2023-JUNE 2023 (600 HOURS)
- SENIOR HIGH SCHOOL** : **PRODUCER'S BANK (BAYAMBANG BRANCH)**  
RIZAL ST. BAYAMBANG PANGASINAN  
DECEMBER, 2017 (80 HOURS)

## WORK EXPERIENCE

### **D&L INDUSTRIES (OLEO-FATS, INCORPORATED)**

*#65 Calle Industria, Bagumbayan, Quezon City*

MARKETING SERVICE ASSOCIATE (EXPORT DEPARTMENT)

#### **OCEAN CARGO DIVISION**

November, 2023-March, 2024

### **NIPPON EXPRESS PHILIPPINES CORPORATION**

*#Lot 85 A&B Avocado Street, Western Bicutan Taguig City*

CUSTOMER SERVICE ASSISTANT (EXPORT DEPARTMENT)

#### **AIR CARGO DIVISION**

April, 2024-Present

## SKILLS

- ☐ KNOWLEDGEABLE IN EXPORT DECLARATION LODGEMENT (CUSTOMS PROCESS)
- ☐ CERTIFICATE OF ORIGIN PROCESSING
- ☐ PREPARING OF EXPORT DOCUMENTS MICROSOFT EXCEL
- ☐ PROFICIENT PREPARING OF
- ☐ PAYROLL AND BILLING

## CERTIFICATES AND ELIGIBILITY

### **CIVIL SERVICE EXAMINATION PASSER (2023)**

- ☐ PROFESSIONAL LEVEL

## AWARDS RECEIVED

- ☐ DEAN'S LISTER
- ☐ WITH HONORS (2017-2019)

### **MUNICIPAL MATHEMATICS COMPETITION**

- ☐ FIRST PLACE, NOVEMBER, 2016
- ☐ HONOR STUDENT (2007-2013)
- ☐ BEST IN SPELLING (2009)

## SEMINARS ATTENDED

PHILIPPINE JUNIOR MARKETING ASSOCIATION

*I hereby certify that the above information are certified true and correct.*

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*Applicant's Signature*