

- Preparation and processing of recognition every end of the month.
- Assigned to assist and giving medicine to sick employees.
- Maintaining and buying office supplies.
- Perform other tasks requested by the supervisor (HR).



ACHIEVEMENTS & RESPONSIBILITIES

- **Academic Scholar** (2016-2018)
- **Chibeta Epsilon Honor Society Member** (2016-2018)
Cavite State University - Imus Campus.
- **Young Office Professional Advocates (YOPA) Member** (2016-2020)
Cavite State University - Imus Campus.
- **National Service Training Program (NSTP)**
- **Civil Welfare Training Service (CWST) Two Semester**, Academic year (2016 – 2017)
Cavite State University - Imus Campus.



SEMINARS & ACTIVITIES

- **Academic Match (Quiz Bee)** 1st Place
Cavite State University-Imus Campus
Main Lobby
April 06, 2017
- **Gaining Competitive Advantage in the Corporate Setting**
Cavite State University-Imus Campus
Main Lobby
April 25, 2018
- **Gearing up for the Future: Preparing for the Challenges of Life after College**
Cavite State University-Imus Campus
October 15, 2019
- **Mental health awareness: Be kind to your mind**
Cavite State University-Imus Campus
October 22, 2019
- **Leader of the Next Generation Lighting Future**
Cavite State University-Imus Campus
Function Hall
November 14, 2019



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