

## APRIL ROSE A. BODIGON

6057 Tramo St. San Dionisio Parañaque City

09978645813

[abodigon@yahoo.com](mailto:abodigon@yahoo.com)

A. Payable

15 k minimum



- CAREER OBJECTIVE:** To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

### EDUCATION:

- COLLEGE:** Diploma Office Management Technology  
Polytechnic University of the Philippines  
Parañaque City  
(2012-2015)
- SECONDARY:** Parañaque National High School La Huerta Annex  
Parañaque City  
(2008-2012)
- PRIMARY:** Parañaque Elementary School Central  
Parañaque City  
(2002-2008)
- SEMINAR:** The Science Business Organization (September 21, 2013)  
PUP Function Room (Parañaque City)
- Market Me (September 23, 2014)  
PUP Conference Room (Parañaque City)
- Labor Law and Business (September 25, 2014)  
PUP Conference Room (Parañaque City)

Live w/ their parents  
4 siblings

2 girls

2 boys

oldest sa mga magkakapatid

### SKILLS:

- Proficient in Micro Office Programs (Word, Power Point, Excel)
- Proficient in Stenography (English, Filipino, Machine)
- Encoding
- Handling telephone calls
- Filling documents
- Purchase sales
- Disburse sales
- Sales Tracking
- Customer And Client Relation
- Office work (Paper work's, Computation related Office or anything.)

familiar w/  
Excel formula  
(lookup, if formula)

## PERSONAL BACKGROUND:

**NATIONALITY:** Filipino

**AGE:** 21

**STATUS:** Single

**DATE OF BIRTH:** April 05, 1996

**HEIGHT:** 4'11

**WEIGHT:** 45 K.G

**RELIGION:** Catholic

## INTERNSHIP's:

### ON THE JOB TRAINEE

CREDIT COOPERATIVE

(ACCOUNTING DEPARTMENT)

San Dionisio Parañaque City

- Typing
- Filing documents
- Handling telephone calls
- Encoding

April 10, 2013 to May 31, 2013

### ON THE JOB TRAINEE

BARANGAY LA HUERTA

(WOMEN's DESK)

- Typing
- Filing document's of Cases
- Handling telephone calls
- Encoding

April 21, 2014 to May 31, 2015

## WORK EXPERIENCE:

MCPHILIP's FOODS INC. INDUSTRIES

(MCDONALDSTORE)

**SERVICE CREW**

February 13, 2015 – September 2015

MCPHILIP's FOODS INC. INDUSTRIES

(MCDONALDHEADOFFICE)

**ADMINISTRATIVE ASST.**

(15k)  
October 2015 – November 2017

### CHARACTER REFERENCES:

Ms. Gina Sumalinog

(Admin Asst. of McPhilip's)

### CONTACT:

09167979175

Ms. Cyndy Lopez

(Restaurant Management)

09175258761

*I hereby certificate that the above information is true and correct to the best of my knowledge and belief.*

*APRIL ROSE A. BODIGON*  
APPLICANT

## APPLICANT EVALUATION FORM

Candidate	APRIL ROSE A. BODIGON					
Position Applied for	ACCOUNTS PAYABLE					
Department	OPERATION (PARANAQUE BRANCH)					
Interviewer	NBC					
<input type="checkbox"/> Highly Recommended <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Moderately Recommended <input type="checkbox"/> Recommended w/ reservation <input type="checkbox"/> Not Recommended						
	Poor	Fair	Satisfactory	Good	VG	Excellent
Knowledge of Specific Job Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Related Job Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Related Education or Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest in Company/Position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STRENGTHS	Can work under pressure Can handle stress always smiling 😊					
WEAKNESSES	Family					
ADDITIONAL COMMENTS						





## APPLICANT INFORMATION SHEET

Family Name BODION		Given Name APRIL ROSE		Middle Name ADRY	
Home Address: 607 TRAMO ST. SAN DOMINGO PASE CITY					
Provincial Address:					
Birth Date: APRIL 5 1996		Birth Place: PAMPANGA CITY		Age: 31 E-mail Address: arosalyn.w.yodion@gmail.com	
Mobile Number: 0997864813		Sports: BADMINTON		Religion: CATHOLIC	
Home Number: 0997864813		Skills: (word, power point & excel) etc.		Citizenship: F	
Office Number:		Hobbies: DANCING		<input type="radio"/> Single <input checked="" type="radio"/> Married <input type="radio"/> Separated	
Computer Literacy (Hardware & Software)				<input type="radio"/> Filipino <input checked="" type="radio"/> Others	
Written and Spoken Language/Dialect: FILIPINO & ENGLISH					
SSS No. 34-4913925-2			TIN No. 321-113-054		
PAG-IBIG No. 411-3463-6917			PHILHEALTH No: 01-052007591-2		
In case of emergency, contact: MARY ANN D. ADRY Address: 607 TRAMO ST. 60 PASE CITY Contact Number: 0936187-0563					

FAMILY BACKGROUND	CONTACT NO.	AGE	STATUS	OCCUPATION	INCOME
Father's Name: <u>WILLIAM C. BROWN</u>	} <u>09261810562</u>	<u>49</u>			
Mother's Name: <u>MARY ANN D. BROWN</u>		<u>45</u>			
Brothers/Sisters:					
<u>THE HONORABLE A. BROWN</u>		<u>20</u>			
<u>JENNIFER A. BROWN</u>		<u>18</u>			
<u>THE HONORABLE A. BROWN</u>		<u>15</u>			
Spouse:					
Children:					

EDUCATIONAL BACKGROUND				
LEVEL	SCHOOL/UNIVERSITY	COURSE	YEAR	ACHIEVEMENTS
Elementary	PRINCIPAL'S ELEMENTARY SCHOOL (CATHOLIC)		2002-2004	
Secondary	PRINCIPAL'S NATIONAL HIGH SCHOOL (CATHOLIC) (BAYAN)		2004-2007	
College	ATENEANO UNIVERSITY OF THE PHILIPPINES (CATHOLIC)		2007-2011	
Vocational				
Graduate				
Post Graduate				

[illegible]

**SEMINAR ATTENDED**

Name/Title of Seminar	Sponsor	Date
THE SCIENCE POLYMERIS ORGANIZATION		SEP. 21, 2013
MANUET ME		SEP. 23, 2014
LABOR LAW AND INDUSTRIAL		SEP. 26, 2014

**CIVIC/PROFESSIONAL INVOLVEMENT**

Organization	Position	Date

**GOVERNMENT EXAMS TAKEN**

Name of Exam	Date Taken	Rating

**DO YOU HAVE FRIENDS OR RELATIVES WORKING IN ENVIROCYCLING FIBER INC./ TIPCO?**

Name	Position	Company	Relationship

Do you drink alcohol beverages?

☐ Yes☒ No

Do you smoke?

☐ Yes☒ No

Are you willing to be assigned anywhere?

☒ Yes☐ No

Do you have any restrictions in travelling?

☐ Yes☒ No

Are you living with your family?

☒ Yes☐ No

If no, with who? \_\_\_\_\_

Does your family own a house/lot?

☒ Yes☐ No

Do you have a tattoo?

☐ Yes☒ No

Have you been involved and/or convicted of any administrative, civil or criminal or labor case?

☐ Yes☒ No

If yes, cite details \_\_\_\_\_

**PERSONAL REFERENCE**

Name	Company/ Address	Contact Number
Mr. LINA SAMPANON	MURPHY'S FOOD INDUSTRIES INC.	0916 9979 173
Mr. LINDY LORER	MURPHY'S FOOD INDUSTRIES INC.	0917 2587 61

I declare that the information given to this application are true and accurate and I understand that any misrepresentation of facts herein will be sufficient cause for disqualification from the opportunities of the recruitment process.

I hereby allow Envirocycling Fiber Inc. the right to conduct investigation my former and current employers, and all other parties including, but not limited to educational institutions where I enrolled to fully check on my background.

APRIL RUTH A. PAVARAN  
SIGNATURE OVER PRINTED NAME

JANUARY 6, 2017  
DATE



Name: \_\_\_\_\_  
 Date: \_\_\_\_\_



**Instruction:** Please sketch your home address.

**PERSONAL BACKGROUND**

Family Name	Given Name
Home Address	Home Phone
Work Address	Work Phone
ENVELOPING FIBER INC. NO. 0645 B.A. SAN ANTONIO PAGO CITY	
TIN NO. PHILHEALTH NO. STATUS	
BONIFACIO J. PEE WATLAND SAN ANTONIO PAGO CITY HIGHWAY	

**EDUCATIONAL BACKGROUND**

LEVEL	SCHOOL/INSTITUTION	COURSE	YEAR	ACHIEVEMENTS
Elementary				
Secondary				
College				
Vocational				
Graduate				
Post Graduate				


**EMPLOYMENT RECORDS (Start from Recent to the oldest)**

Name of Company	Address	Position	Start	End	Salary	Reason for leaving

INTERVIEWER'S CHECKLIST

Name of Applicant: April rose A. Rodriguez  
 Position Applying For: Academic Payable

Asking Rate: expected rate (net)  
 Proposed Rate: \_\_\_\_\_

Interviewers	Is applicant recommended for the post?		Remarks	Signature
	Yes	No		
Interviewer: <u>NBC</u> Position: <u>EH</u> Date: <u>01-06-18</u>	✓		Qualified as A.P Clerk	
Interviewer: _____ Position: _____ Date: _____				
Interviewer: _____ Position: _____ Date: _____				
Interviewer: _____ Position: _____ Date: _____				

TO BE FILLED UP BY THE GENERAL MANAGER

FINAL RECOMMENDATION

☐ For Hiring

☐ Not for hiring

Confirmed by: \_\_\_\_\_