



TABORDAN, SHEILA MARIE M.
Prk. Maganda Brgy Gulang-gulang
Lucena City
Contact no. 09381623398
Email address: stabordan@gmail.com

OBJECTIVE:

To obtain a position that would best fit any qualifications in a good company where I can able contribute and develop further my knowledge, skills, experience, and proactive attitude to help improve the company and continuous career development.

WORK EXPERIENCE

Government Internship Program – Intern
Quezon Medical Center – Human Resource
Department
September, 2022 – December, 2022

On-the-Job Training
Quezon National High School – Human Resource
Department
December, 2018-April, 2019

ACCOMPLISHMENTS:

Career Service Sub-professional Eligible
August 7, 2022 - 84.80%

Career Service Professional Eligible
March 26, 2023 – 81.64%

CHARACTER REFERENCES:

Geraldine E. Gulifardo
Municipal Trial Court in Cities Branch II
Kanlurang Mayao, Lucena City
09435581712

Carlos Victor Veniegas
QNHS Personnel, HR Department
Quezon National High School
09083000907

Mr. Leonard Andrew D. Mesiera
Program Coordinator, BSIT Department
Dalubhasaan ng Lungsod ng Lucena
09306102852

I hereby certify that the above information is correct according to the best of my knowledge and belief.

SHEILA MARIE M. TABORDAN
Applicant's Signature

PERSONAL INFORMATION

Date of Birth : March 18, 1999
Place of Birth : Lucena City
Age : 24 years old
Sex : Female
Civil Status : Single
Citizenship : Filipino
Religion : Iglesia Ni Cristo
Languages : Filipino, English
Height : 157 cm
Weight : 50 kg

EDUCATIONAL ATTAINMENT

Tertiary
Dalubhasaan ng Lungsod ng Lucena
(Formerly City College of Lucena)
“Bachelor of Science in Information Technology”
(S.Y. 2015-2019)

Secondary
Gulang-gulang National High School
Lucena City
(S.Y. 2014-2015)

Primary
Gulang-gulang Elementary School
Lucena City
(S.Y. 2010-2011)

SKILLS

- Computer Literate (MS Word, MS Excel, & MS PowerPoint)
- Adobe Photoshop
- Have basic knowledge in computer programming.
- Good Moral and Communication Skills
- Well-organized, self-motivated, honest and trustworthy