

# Wendy Mendoza-Francisco

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## **OBJECTIVE**

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## **WORK EXPERIENCE**

**June 2013 to June 2015**

**June 2017 to April 2021**

**Registrar's Office Staff**

South Forbes City College Corp.

Barangay Inchican, Silang Cavite

Assist the Registrar's Head to day-to-day operation of Registrar's office. Prepared a class schedule, student list per subject and courses, schedule of exam, posted announcement in Registrar's Bulletin Board. Manages the student records system to include updating and maintaining student data in the various student databases, planning and scheduling all programs required to maintain the databases, and enforce quality control measures to ensure data accuracy. Assist Registrar Head with grade roll processes.

## **WORK KNOWLEDGE AND PERFORMANCE:**

- Understands and implements assigned tasks properly (Multitasking)
- Ability to effectively and efficiently discharge assigned duties & responsibilities
- Mastery of tasks assigned (with supervision)

## **PERSONAL & PROFESSIONAL QUALITIES:**

- Attends to students' needs and concerns promptly
- Willing to work overtime if needed
- Communicates ideas clearly and confidently
- Manifests enthusiasm on assigned tasks
- Demonstrates strong interest in professional growth by willingness to learn
- Handles office equipment and facilities properly and carefully
- Sees to it that before leaving workplace, office equipment is properly unplugged or in place

## **JOB PERFORMANCE:**

- Accomplishes and submits reports accurately
- Follows instructions and orders from Head willfully
- Good at computer-related works
- Organized working system
- Volunteers services for completion of tasks – Multitasking
- Can work under time pressure – output oriented
- Dependable- delivers tasks promptly and timely
- DepEd LIS / PEAC VMS /CHED / TESDA reports (with supervision)
- Attended TESDA / Dep Ed seminars / meetings
- Assisted in the preparation of other R.O.- related reports and requirements

## **ACCOMPLISHMENTS:**

**June 2013 to June 2015**  
**June 2017 to April 2021**

**Laboratory Custodian**

South Forbes City College  
Barangay Inchican, Silang Cavite

Conducts general inventory of all laboratory equipment and tools. Undergoes laboratory orientation on systems and procedures/policy guidelines on the whole laboratory set up conducted by the Admin. Manager & Academic Head. Ensures cleanliness of all equipment, utensils and the laboratory area.

Facilitates the release of all kitchen utensils based on the requisition form submitted by the students. Assists in the distribution of ingredients to the students per group. Ensures that all equipment/utensils are returned, cleaned, dried and complete.

**EDUCATIONAL BACKGROUND**

**September 2021 – January 2023**

**BS in Information Technology**

Cavite State University – Silang Campus  
Silang, Cavite

**March 2010 - June 2012**

**Business Management (Associate Course)**

Trimex Institute of Science and Technology  
Biñan City of Laguna

**SKILLS**

Teamwork and collaboration | Critical thinking and problem solving | Professional and strong work ethic | Leadership | Flexibility | Organization | Openness to learning | Good listener | Computer Literate

**CHARACTER REFERENCES**

**DR. ELEONOR H. CALAYAG**

Academic Head  
South Forbes City College Corp.  
Calamba City of Laguna  
Mobile No. (0921) 443- 6950

**SHEILA L. BRILLANTES**

Registrar  
South Forbes City College Corp.  
Sta. Mesa, Manila  
Mobile No. (0917) 839- 6246

**RAMIR MONTOYA**

TESDA Focal Person  
TESDA Region 4A - Cavite  
Trece Martirez City, Cavite  
Mobile No. (0912) 355- 4485

**PERSONAL INFORMATION**

Birth Date: **June 13, 1994**  
Birth Place: **SILANG, CAVITE**  
Gender: **FEMALE**  
Civil Status: **MARRIED**  
Height: **5'2**  
Weight: **53kg**  
Nationality: **FILIPINO**  
Religion: **ROMAN CATHOLIC**