



MECIJA, LORADEL N.

Loradel Nañawa Mecija

Brgy. 4 Gomburza St., Lucban, Quezon, Philippines
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EDUCATIONAL BACKGROUND

VOCATIONAL/TRADE COURSE:
NC II Passer Food and Beverages Services
Sept. 23, 2017
NC II Passer Housekeeping
Dec. 03, 2017

TERTIARY:
Southern Luzon State University
Lucban, Quezon
Bachelor of Arts
Major in History
2000-2005

SECONDARY:
Paaralang Sekundarya ng Lucban
Lucban, Quezon
1996-2000

ELEMENTARY:
Paaralang Elementarya ng Lucban -6 (PEL-6)
Lucban, Quezon
1991-1996

SKILLS AND ATTRIBUTES

- ✚ Maintain a high level of confidentiality
- ✚ Flexible and adaptable in a variety of situations
- ✚ Effective verbal and written communication skills
- ✚ Organized and detail oriented
- ✚ Exceptional time management and problem-solving skills
- ✚ Computer literate

PERSONAL INFORMATION

Age : 37
 Birth date : May 6, 1984
 Birth place : Lucban, Quezon
 Nationality : Filipino
 Civil Status : Married
 Religion : Roman Catholic
 Height : 5`4 ft.
 Weight : 60 kgs
 Languages: : Filipino/English
 Spouse : Fhellinor P. Mecija
 Children : 3

CAREER OBJECTIVES

To handle the position where, I can share my knowledge that will enhance further my skills and abilities for continuous career improvement.

WORK EXPERIENCES

- Jan. 4, 2021 - June 30, 2021 **Administrative Aide I**
Municipality of Lucban (Purchasing Unit)
Lucban, Quezon Philippines
- Jan. 27, 2020 – Dec. 31, 2020 **Administrative Aide I**
Municipality of Lucban (MENRO)
Lucban, Quezon Philippines
- July 9, 2018 - April 30, 2019 **Clerk/Administrative Aide I**
Paaralang Sekundarya ng Lucban Integrated School
Lucban, Quezon Philippines
- May 10, 2017 - May 15, 2019 **Front Desk/Receptionist**
Batis Aramin Hotel and Resort
Lucban, Quezon Philippines
- July 13, 2011 - January 15, 2017 **Secretary/Cashier**
Y2S Engineering Construction and Pahiyas Gas Stop and Services
Lucban, Quezon Philippines
- August 15, 2008 – May 31, 2010 **Quezon Provincial Library**
Administrative Aide I
Lucena City

CHARACTER REFERENCES

Dr. Reynaldo V. Nanong
Paaralang Sekundarya ng Lucban Integrated School
Principal III

Jason Anthony M. Sta Maria
Y2S Engineering Construction
Proprietor
CP # 09172403381

Margie Decena
Lucban Academy
Teacher
CP # 09084612034

I hereby certify that the above information is in good faith, true and correct to the best of my knowledge and belief.

LORADEL N. MECIJA
Applicant

