



## **Manuelle Jaira F. Iballa**

Buyong Maribago, Lapu-Lapu City 6015 Cebu Philippines  
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### **OBJECTIVE**

To seek a position and secure a responsible career opportunity where I can fully utilize my knowledge, skills, and abilities that will help me personally grow while making a significant contribution to the success of the company.

### **WORK EXPERIENCE**

Human Resource Staff/Admin Assistant  
LapuLapu-Cebu International College Inc.  
Ticgahon 1 Road, Barangay Bankal Lapu-lapu City 6015 Cebu Philippines  
February 2021 – present

Production Admin/Payroll-in-charge  
Jodin Skills Specialist, Inc.  
Basak Pardo, Cebu City 6000 Cebu Philippines  
May 2018 – February 2021

Human Resource Staff  
FEPA Engineering Services  
V.Rama Labangon, Cebu City 6000 Cebu Philippines  
September 2017– April 2018

On-the-Job Training  
Public Legal Office  
Capitol Site, Cebu City

### **EDUCATIONAL BACKGROUND**

**Tertiary** Bachelor of Arts major in Political Science  
University of San Jose-Recoletos  
Batch 2017

**Secondary** Mactan National High School  
Mactan, Lapu-Lapu City  
Batch 2013

**Elementary** Soong Elementary School  
Soong Center Mactan, Lapu-Lapu City  
Batch 2009

## **SKILLS**

Decision Making  
Communication Skills  
Can negotiate  
Can work in a Team  
Can work with less supervision  
Flexibility and Adaptability  
Can work under pressure  
Can work overtime  
Knowledge in Microsoft Office (Excel, Powerpoint, and word)

## **SEMINARS AND TRAINING ATTENDED**

In-Depth Information Seminar  
Via Google Meet  
February 14-15, 2022

Supervision 101 Seminar  
High End Fashion Jewelry Production Philippines  
No. 23, Crescent Road, Cebu Light Industrial Park Special Economic Zone, Basak Lapu-Lapu City 6015 Cebu Philippines  
August 21, 2018

Part of the University of San Jose-Recoletos Commission on Election 36<sup>th</sup> Congress  
University of San Jose-Recoletos 2<sup>nd</sup> floor San Augustin Building Engineering Audio Visual Room  
March 18, 2017

3<sup>rd</sup> ASEAN Finance Ministers and Central Bank Governors Joint Meeting and 1<sup>st</sup> ASEAN Defense Senior Officials' Meeting (Volunteer)  
Shangri-La Mactan Resort and Spa, Lapu-Lapu City 6015 Cebu  
April 7, 2017

## **AFFILIATION**

House of Representative  
Josenian Political Science Society  
University of San Jose-Recoletos  
2015-2016

## **PERSONAL DATA**

Age	25 years old
Date of Birth	August 18, 1996
Place of Birth	Maasin Southern Leyte 6600 Philippines
Sex	Female
Civil Status	Single
Citizenship	Filipino

## **REFERENCES**

Ms. Maude Aireen Arellano  
Human Resource Supervisor  
LapuLapu-Cebu International College Inc.  
+639063984931

Ms. Zenaida Villareal  
Accounting Staff  
Gran Mactan Holdings and Development Corporation  
+639173268155

Ms. Jacqueline Tan  
Purchasing Manager  
High End Fashion Jewelry Production Philippines  
+639255036705