

CATHERINE BALONCIO OBERES

1043 7th St. Alegria Palms Uno, Cordova Cebu

catherineoberes@gmail.com

mobile no. 09667326754



PERSONAL DATA:

- Date of Birth: February 13, 1988
- Place of Birth: Oroquieta City, Misamis Occidental
- Marital Status: Married
- Height: 150 cm
- Weight: 42 kgs
- Language Spoken: Bisayan, Filipino & English

OBJECTIVE:

To obtain any position in a company where I can maximize my management skills, and my quality assurance, program development, and training experience.

WORK EXPERIENCE:

- **Profood International Corp.**
Maguikay, Mandaue City, Cebu
Human Resource Dept. (Hiring & Recruitment Section)
July 25, 2007- Jan. 15, 2007
- **Profood International Corp.**
Maguikay, Mandaue City, Cebu
Orientation In-charge (Dried Production Dept.)
March 2008-January 23, 2010
- **Profood International Corp.**
Maguikay, Mandaue City, Cebu
Office Secretary (Dried Production Dept.)
January 24, 2010- April 29, 2013
- **Internech Systems**
Mandaue City, Cebu
Accounting Staff
May 10, 2013- August 31, 2013
- **Harry Guantero Trading**
Oroquieta City, Misamis Occidental
Sales Supervisor
May 2014 – November 2014
- **Local Government of Oroquieta**
City Library
Library Staff
August 2015 – August 2016
- **Home Credit Philippines**
Sales Associate
Mandaue City, Cebu
Oct. 2016 - April 2017
- **Local Government of Oroquieta**



City Engineer's Office
Encoder
January 2021 - June 2021

SKILLS:

- Computer literate (MS OFFICE, Basic Adobe Photoshop)
- Independent working
- Guest/Customer friendly attitude
- Capability to establish strong relationships with internal departments and external agencies.
- Record keeping and filing

EDUCATIONAL BACKGROUND:

- **Tertiary (2007)**
C-LAN Institute of Technology
2-year Computer Office Management
Oroquieta City
- **Secondary (2004)**
Misamis Occidental Nat'l. High School
Oroquieta City
- **Primary (2000)**
Taboc Elementary School
Oroquieta City

CHARACTER REFERENCES

- Ms. Ednalyne Orque
HR of Philend Lending Corp.
+639338749029
- Mr. Roger B. Neri Jr.
Office of the Senior Citizens Affairs
09700793218
- Jimmy Tac-an
Misamis Occidental Provincial Hospital
Admin Assistant
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