

JOJIE ANN ABANILLA

BUSINESS ADMINISTRATION GRADUATE



CONTACT

☎ 0930-965-9498

✉ Jojieannabanilla36@gmail.com

🏠 Jojie Ann Abanilla

📍 Manapla, Negros Occidental

EDUCATION

College
Bachelor of Science in
Business Administration
Major in Marketing
Management

STI West Negros University
2019-2023

Senior High School
Accountancy, Business and
Management

Colegio de Sta. Ana de Victorias-IS
2017-2019

Junior High School
Manapla National High School
2013-2017

REFERENCE

ROGELYN MAYAGMA
VPAA-Administrative Assistant
STI West Negros University
Mobile Number: **0938-524-6201**

MIMA M. VILLANUEVA
DEAN OF CBMA DEPARTMENT
AND VICE PRESIDENT OF
ACADEMIC AFFAIRS
STI West Negros University

EXPERIENCES

STI WEST NEGROS UNIVERSITY - DEAN'S OFFICE
COLLEGE INTERNSHIP April- June, 2023

- Assist the dean's office staff with filing and organizing student records.
- Answering telephone calls
- Encoding of student's grades in Excel and academic's affair budget

La Salle Victorias - Registrar's Office
COLLEGE INTERNSHIP 2019

- Organizing and filing documents
- Assisting in checking documents
- Encoding of Student data in the school system.

ACHIEVEMENTS

- COLLEGE - Cum Laude
- JHS - With Honors

LEADERSHIP AND EXTRACURRICULAR

- Member of Marketing Club since 2019
- 1st Business Convention at Colegio de Sta. Ana de Victorias (2018)
- 24th STI Youth Convention at SMX Bacolod (2019)

SKILLS

- Computer Skills
- Effective Communication Skills
- Interpersonal Skills
- Problem-Solving Skills
- Time Management Skills
- Adaptability