

ERICA CORONADO



 General Santos City

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CAREER OVERVIEW

To be able to put my newly acquired knowledge into practice. To make use of my personal strength and flaws. To effectively preserve peace among all different types of individuals and to demonstrate initiative in problem solving while carrying out all assigned tasks.

EDUCATION

Bachelor of Agricultural
Business Management

Mindanao State University-General
Santos City | 2022-2023

SOFT SKILLS

- Leadership
- Work ethic
- Compassion
- Creativity
- Problem solving
- Organizational skills
- Strategic planning and scheduling skills
- Time-management skills

HARD SKILLS

- MS Word
- MS Excel
- MS Powerpoint
- Canva
- Basic Video Editing

WORK EXPERIENCE

Office Assistant

LGU-Fatima, General Santos City
May-July 2018

- Assisted clients
- Help colleagues and set up the office in a way that streamlines processes
- Ensure information is accurate and valid by creating and updating records

Encoder

City Economic Management Office-SUID, GCS
May- June 2019

- Encoded documents and data
 - Interviewed clients
 - Sort and distribute correspondence as soon as possible
 - Ensure information is accurate and valid by creating and updating records
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WORK EXPERIENCE

Office Assistant

CMO-LGU, General Santos City
September-November 2021

- Encoded data
- Sorted documents and papers
- Mapping of existed buildings in Gensan
- Assisted clients and senior citizens

Administrative Aide (OJT)

ATI-RTC XII, Tantaran, South Cotabato
July-September 2022

- Journal Entries of Disinbursement Voucher
- Inventory
- Handle confidential information and documents with discretion and maintain their proper organization.
- Assisted and sells value-added product during the Regional Trade Fair and Tourism Expo. on 23rd T'nalak Festival

Coconut Farmers and Industry Development Program Staff (OJT)

ATI-RTC XII, Tantaran, South Cotabato
July-September 2022

- Help colleagues and set up the program in a way that streamlines processes
- Assisted Trainings and Seminars

Office Staff

BSWDO-LGU, General Santos City
September - November 2023

- Assisted clients and senior citizens
- Encoded data
- Assisted barangay programs

Office Staff/Enumerator

CSWDO-General Santos City
November 2023- Present

- Assisted clients
- Profiling Senior Citizen and Drivers
- Assisted Disaster Risk Management

SEMINARS & CERTIFICATES

Mitigating the Impact of Climate Change for a Greener World and Better Tomorrow

General Santos City | April 27, 2022

Urban Mushroom Production

General Santos City | May 4, 2022

ASF Talk: Biosecurity Measures and Preparedness against Potential African Swine Fever

General Santos City | May 11, 2022

LET THE EARTH BREATHE STAY ORGANIC - Organic Agriculture

General Santos City | May 20, 2022

Let's talk Organics: Sustainable Agriculture with Organic Farming - The Path to a Better Future

General Santos City | June 1, 2022

Integrated Pest Management

General Santos City | June 10, 2022

Rabbit Raising for Fun and Profit

General Santos City | May 26, 2022
