

# CHENNIE AQUINO MISA

A. Mariano St. Bagbaguin Valenzuela, Metro Manila  
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## I. SKILLS:

1. Communication Skills
2. Computer Literate
3. Adaptability
4. Time Management
5. Teamwork

## II. CAREER OBJECTIVES

As a motivated goal-oriented degree holder, I am eager to embark on a career path that allows me to apply my academic knowledge, experiences and develop my professional skills. I aim to contribute to a dynamic and growth-oriented organization. Have a passion for continuous learning to support company goals and achieve personal and professional growth.

## III. EDUCATIONAL BACKGROUND

### 1. Tertiary Level

Bestlink College of the Philippines (2020- 2024)

- Bachelor of Science in Psychology
- CHED Scholarship Grantee

### 2. Senior High School

Malinta National Highschool – SHS (2018 – 2020)

- Science and Technology Engineering and Mathematics
- Work Immersion at Our Lady of Fatima University

### 3. Secondary Level

Bagbaguin National Highschool (2014 – 2018)

- Second Honorable (April 16, 2018)

### 4. Primary Level

Andres Mariano Elementary School (2008 – 2014)

## IV. WORK EXPOSURE

Sourcing Department Intern @ Matimco, Inc.

(May 2024 - June 2024)

- Conducting a research to identify potential suppliers, compare prices, and assess capabilities.
- Manage of using SAP system
- Supporting efforts to analyze costs, identify cost-saving opportunities, and optimize procurement processes.
- Encoding in a billing process involves accurately entering and updating billing information to ensure precise and timely invoicing.

Academic Tutor @ 3A GRAND BUILDERS OPC

(July 2022 - March 2024)

- Handling a student attending in International Baccalaureate World School
- Monitor and arranging schedule to stay informed about educational trends and updates to provide relevant and up-to-date instruction.
- Providing reviewer material to ensure comprehension and understanding for effective learning strategies.
- Tracking student progress and provide feedback on strengths and areas needing improvement.

## V. CERTIFICATIONS & ENGAGEMENT

- Certificate of Participation – May 25, 2024  
7<sup>TH</sup> SIMP – AAG – BCP Multidisciplinary Research Festival with a theme of “Exploring AI Multidisciplinary Social & Ethical Research”
- Certificate of Participation – May 03, 2024  
Pre-employment and Career symposium “Unlocking your potential: Empowering Bestlink College of the Philippines Students for their Personal and Professional Growth”
- Certificate of Participation – September 08, 2023  
“Mastering the Art of Effective Research Writing Strategies, Trends and Innovation in Various Discipline”
- Certificate of Appreciation – December 13, 2022  
Organizing and Conducting a Webinar entitled “Mental Health RA Act 11036 Health Awareness”
- Organizing feeding Program Project at Barangay San Agustin, Novaliches Quezon City – December 11, 2022
- Certificate of Appreciation – February 28, 2020  
“MIL CONGRESS 2020” Media and Information Literate Citizens Informed, Engaged Empowered

## VI. REFERENCES

1. Alvira Gacutno, LPT  
Admin Manager at Stagepro Inc.  
(+63) 9338660855
2. Maricel Laurente Tan  
General Manager at Strongbond Philippines Inc.  
(+63)9778201159

*I hereby affirm that the above information is true and correct to the best of my ability and belief.*



Ms. Chennie A. Misa

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Applicant