

# **CRES HERSHEY R. NADELA**

*Cadaruhan, Borbon, Cebu*

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*riveraheshey@gmail.com*

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## **CAREER OBJECTIVE:**

To become a versatile and adaptable individual and willing to be trained in a fast-growing company in a position that suits to my qualifications.

## **PERSONAL INFORMATION:**

Age	:	30 years old
Civil Status	:	Married
Gender	:	Female
Height	:	5'
Weight	:	55 kg.
Permanent Address	:	Cadaruhan, Borbon, Cebu
Birth Date	:	December 20, 1993
Birth Place	:	Cebu City

## **SUMMARY OF QUALIFICATIONS:**

- Above average oral and written communication skills (English, Filipino, Cebuano)
- Proficient in using MS Office Application (MS Word, Excel, Power Point)
- Fast learner and has excellent interpersonal skills
- Can be able to work independently and complete task with minimal supervision
- Dedicated, hardworking, flexible and self-determined
- Tech savvy, goal-oriented, and team player with professional attitude
- Productive in a high volume and high stress environment
- Can handle pressure and can easily adapt to changing environment
- Outspoken, friendly, and level headed person who likes to make friends

**MEMBERSHIP/AFFILIATION:**

- Member, Junior Business Executives Association (2010 – 2014)
- Organization Officer (P.R.O), JBEA (2013 – 2014)
- 1<sup>st</sup> year Division Chairman, JBEA (2010 – 2011)

**EDUCATIONAL ATTAINMENT:**

Higher Education: Sulu State College  
Master of Business Administration  
Capitol Site, Bayan ng Jolo  
Summer April-July 2019 – 1<sup>st</sup> Sem. 2019-2020

Tertiary Education: University of San Jose - Recoletos  
Bachelor of Science in Business Administration – General  
Magallanes Street, Cebu City  
2010 - 2014

Secondary Education: Passionist Sisters' School  
Bagalnga, Catmon, Cebu  
2006 - 2010

Primary Education: Borbon Central School  
Poblacion, Borbon, Cebu  
2000- 2006

**ACADEMIC ACCOMPLISHMENTS:**

- Created a Business Plan as part of my course program.
- Organizer, Seminar on “Strategic Personal Branding” at the University of San Jose – Recoletos, December 11, 2013.
- Organizer, Symposium on “Corporate Social Responsibility” at the University of San Jose – Recoletos, February 8, 2014.
- Organizer, Commerge 2014 at University of San Jose – Recoletos.
- Organizer of different events and activities of Junior Business Executives Association.
- Attended various seminars and symposiums related to Business

## **WORK EXPERIENCE:**

- Project Secretary/Document Controller at Phesco Incorporated (February 19 - April 12, 2024)
- Pollution Control Officer for Crushing Plant with Support Facilities Project at Phesco Incorporated (July 2023, - April 12, 2024)
- Technical Representative at Teletech Cebu (September 2018 - February 2019)
- Office Clerk in Underwriting Department at Commonwealth Insurance Company (December 2014 - June 2015)

## **CHARACTER REFERENCES:**

### **Jonathan Maraon**

Sr. Project Engineer

Phesco, Inc.

09615638669

### **Ria Tatlonghari**

HR/Admin

Phesco, Inc.

09772163160