

# Bea Betina Mendoza-San Juan

224 JP Rizal St. Bermudez Compound, Brgy. Uno  
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## CAREER OBJECTIVE

- To contribute a positive response towards the institution concerned and exert all the best efforts I can give.
- Enhance my ability and talent that would help the improvement of the organization.

## PERSONAL PROFILE

**Date of Birth:** February 17, 1997  
**Place of Birth:** Santa Rosa, Laguna  
**Citizenship:** Filipino  
**Gender:** Female  
**Marital Status:** Married

## EDUCATIONAL BACKGROUND

**Tertiary**                      **ST. PAUL UNIVERSITY MANILA**  
680 Pedro Gil St. Malate, 1004 Manila, Philippines  
Bachelor of Science in Business Administration Major in  
Marketing Management  
(2015-2019)

**Secondary**                    **CANOSSA SCHOOL**  
Sta. Rosa City, Laguna  
High School Diploma  
(2010-2014)

**Primary**                      **CANOSSA SCHOOL**  
Sta. Rosa City, Laguna  
Grade School Diploma  
(2004-2010)

## ELIGIBILITY

- **Civil Service Exam (CSE) Passer, CS Professional**

## WORK EXPERIENCE

### CIARA'S FOODHUB

- Self-Employed
- July 2020 - October 2021
- Online Business
  - pastries and rice meal

### City Government of Cabuyao

- City Cooperative and Livelihood Development Office (CCLDO)
- September 2022- present

## RELATED SKILLS AND QUALIFICATIONS

- Technical report preparation and presentation
- Proficient in MS Office (Word, Excel, PowerPoint)
- Highly motivated, creative, and result-oriented
- Highly organized with the ability to manage multiple tasks and meet deadlines

## SEMINARS AND TRAININGS ATTENDED

December 2022	Special Training on Standard Chart of Accounts Held at Gabaldon Hall, Brgy. Poblacion Dos, City of Cabuyao, Laguna
April 2023 GAD	PCW GAD Webinar: Learning the Fundamentals of Gender Mainstreaming, Mandates and Gender Analysis- Webinar
May 2023 Digital	Globe Business' Masterclass on Increasing Customer Acquisition through Marketing for the Microfinance Institutions- Webinar
June 2023	Financial Management- Webinar
September 2023	Business Continuity Plan
October 2023	Globe Business Break Through: A Masterclass on Cultivating a Digital Mindset to Increase Competitiveness for the Philippine Cooperative
January 2024	How to Conduct PMES
February 2024	Fundamentals of Cooperative
February 2024	Cooperative Governance and Management Seminar
February 2024	Risk Management Seminar
March 2024	Financial Literacy
April 2024	Handholding for Inspection Compliance (Cooperative)
May 2024	Seminar-Workshop on SPMS/IPCR
May 2024	DICT-GD002 Canva for Graphic Design
May 2024	DICT-DM001 Fundamentals of Marketing
May 2024	DICT-GD001 Principles of Design
May 2024	DICT-DM002 Digital Marketing Channels and Funnel
May 2024	DICT-DM003 Copywriting: Basics, Advertising Copy, Trends in Art and Design

## CHARACTER REFERENCES

**MR. CHRISTIAN BENEDICT T. BUENO**  
CCLD Officer

**MS. RIZALINA D. EBON**  
Assistant Head- CIO

*I hereby declare that everything I have provided herein are authentic and valid information.*

**BEA BETINA MENDOZA-SAN JUAN**