

CURRICULUM VITAE

Name: Nancy V. Acdol

Home Address: Block 4, Lot 5&6 St. Peter Subdivision, Sto. Domingo, Arevalo, Iloilo City

Birthdate: December 03, 1956

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Educational Background

<u>Year</u>	<u>Degree/Institution</u>
1982	Bachelor of Science in Commerce University of San Agustin Iloilo City
1976	Medical Secretarial Course Iloilo Doctor's College Iloilo City

Work Experience:

<u>Year</u>	<u>Position</u>
2006-2016	Administrative Assistant III Southeast Asian Fisheries Development Center (SEAFDEC) Tigbauan, Iloilo
1982-2004	Secretary/Sr. Clerk Southeast Asian Fisheries Development Center (SEAFDEC) Tigbauan, Iloilo
1976-1982	Cashier Iloilo Casa Plaza Hotel Iloilo City

Seminar/Workshop/Training:

<u>Year</u>	<u>Position</u>
2001	Seminar on Office Communication Etiquette & Ethics Iloilo City

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Etiquette & Ethics
Iloilo City
- 2000** MS Office 2000
Tigbauan, Iloilo
- 1997** Effective Business Writing
Iloilo City
- 1993** Value Clarification and Commitment to Service
Manila
- 1991** Computer Literacy Course on LOTUS 123
Tigbauan, Iloilo