



THADEUS BAÑEZ BAYONITO

0948 089 4955 | #1 MAYA LANE LIBERTY HOMES, BRGY. CUPANG,
MUNTINLUPA CITY

OBJECTIVE

Seek a career in a creative and dynamic work environment where I can apply my skills and abilities.

SKILLS

- ❖ MS Office (advanced excel proficiency)
- ❖ Adobe Photoshop
- ❖ Strong decision maker
- ❖ Complex problem solver
- ❖ Possesses positive work attitude and time-management
- ❖ Excellent interpersonal relations
- ❖ Proficient in both oral and written communication

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT IV • CITY GOVT. OF MUNTINLUPA – YASDO OFFICE • AUGUST 2014 – JUNE 2019

PRODUCTION WORKER • LIBERTY COMMODITIES • JUNE 2008 – JUNE 2009

EDUCATION

BS INFORMATION TECHNOLOGY • 1ST YEAR UNDERGRAD • COLUMBAN COLLEGES, STA. CRUZ ZAMBALES

BASIC AND ADVANCE COMPUTER HARDWARE & SOFTWARE • MCTI-TESDA •

VOLUNTEER EXPERIENCE OR LEADERSHIP

STAFF DEVELOPMENT TRAINING

- ❖ Training of Trainers Seminar III - February 2018 - 8 hours
- ❖ Records Management Disposition Seminar - July 2018 - 24 hours
- ❖ Training of Trainers II – Disaster Preparedness & Office Budget Planning - November 2018 – 16 hours

DISASTER PREPAREDNESS TRAININGS & SEMINAR

- ❖ Disaster Awareness & Preparedness I-II - November 2018 - 32 hours
- ❖ Hazard and Natural Disaster Awareness “Handa for Kids” conducted by DOST - February 2018 - 16 hours
- ❖ Youth Capability Building in Disaster Preparedness & creation of MJRF/ Muntinlupa Junior Rescue Force - October 2014 - 10 hours
- ❖ First Aid and Basic Life Support Seminar for YASDO staffs - July 2014 - 10 hours

OTHERS

- ❖ Gender Sensitivity Seminars & Agency Commitment towards Sexual Harassment - July 2017 - 16 hours
- ❖ Performance Enhancement and Concept for Injury Prevention for Athletes and Coaches - November 2016 - 8 hours