



CONTACT

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- Prk. Masagana 1, Brgy. Pagalungan, Polomolok, South Cotabato

Renz S. Latangga

PROFILE

Friendly, reliable, and hardworking individual with experience in customer service, data entry, and administrative tasks. Able to work well under pressure, handle multiple responsibilities, and communicate effectively with customers and team members. Fast learner with a positive attitude, strong attention to detail, and a passion for providing great service. Always ready to learn new things and contribute to a supportive and efficient work environment.

SKILL

- Fast Adaptability
- English Speaking & Customer Support
- Computer Literacy
- Creative Direction
- Problem-Solving & Critical Thinking
- Fast Adaptability & Willingness to Learn
- Attention to Detail & Organizational Skills
- Time Management & Task Prioritization
- Knowledgeable in Written and Verbal Communication

EDUCATION

- **Ramon Magsaysay Memorial Colleges**
Bachelor of Science in Information Technology
Current (2nd Year College Student)
- **Cavite State University- Trece Martires City Campus**
Bachelor of Science in Information Technology
Attended in 2024
- **Trece Martires City Senior High School**
Science Technology Engineering and Mathematics
Completed in 2023

EXTRACURRICULAR ACTIVITIES:

- 2019: Division Schools Press Conference (Copyreading & Headline Writing)
- 2017 - 2019: English Journalism Member
- 2022 - 2023: Supreme Student Government Member
- Event Organizer & Graphic Designer for School Projects

WORK EXPERIENCE

Samgyup199 - Trece Martires City, Cavite

February - August 2024

Position Title: Part Timer Staff

- Greeted and assisted customers with seating, menu inquiries, and orders in a fast-paced dining environment
- Ensured accurate order-taking and timely service while maintaining quality and customer satisfaction
- Handled customer concerns with professionalism, aiming to resolve issues quickly and politely
- Maintained cleanliness and organization in the dining area and workstation
- Coordinated closely with kitchen staff and teammates to ensure smooth and efficient operations
- Helped manage inventory and restock supplies during peak hours

ACHIEVEMENTS:

- Dean's Lister (1st Year College - Present)
- Academic Excellence: Consistent Honor Student
- Journalism & Public Speaking: English Journalism Member (2017 - 2019)
- Leadership: Supreme Student Government Member (2022 - 2023)
- Creative Recognition: Designed promotional materials for school and community events
- Customer Service Excellence: Recognized for outstanding service and professionalism