

54-A MAGALLANES

Tacloban City

TO: EMB DIRECTOR

ENVIRONMENTAL MANAGEMENT BUREAU

Dear Ma'am/Sir

I would like to apply here in your good office, as an ADMIN AIDE/ ANY VACANT POSITION . I am Paul Gerald L. Flores, 33 yrs. old, married, a graduate of Bachelor of Science in Geothermal Engineering at Eastern Visayas State University, Tacloban City.

It would be my pleasure if you will give me an opportunity to work with you. You can count on my dedication and willingness to do and learn more. I am confident that I have enough ability to prove myself for a satisfactory performance.

Attached is my resume that will tell you more about myself. Should you require for an interview, I am very much willing to come to your office anytime at your most convenient time.

Sincerely yours,


Paul Gerald L. Flores

Applicant



PAUL GERALD L. FLORES
Dadison St. Brgy.54-A, Tacloban City
Contact No. 09559173671

OBJECTIVES

- To experience and discover new things.
- To develop self-esteem through interaction with different kinds of personalities.
- To be part of the company's success.

TALENT & SKILLS

- Drawing
- Computer Literate
- Wiring
- Book Reader

EDUCATIONAL BACKGROUND

Tertiary June 2005-2010 Graduated	Bachelor of Science in Geothermal Engineering Eastern Visayas State University (EVSU) Tacloban City
Secondary June 2001-2005 Graduated	Leyte National High School Tacloban City
Primary June 1995-2001 Graduated	San Fernando Central School Tacloban City

Seminars/ Trainings/ Workshops Attended

February 18-22, 2019	COSH- Construction Occupational Safety and Health Training Tacloban City
February 05-10, 2008	VISITING POWERPLANT Manila
August 27, 2007	PHILIPPINE NATIONAL OIL COMPANY (PNOC) ENERGY DEVELOPMENT CORPORATION (EDC) Kanangga, Leyte
January 2014	WASH in Emergency Training OXFAM – GB Tacloban
February 5-7, 2014	Water Quality Testing Training (OXFAM DelAgua) OXFAM GB – Tacloban WASH Department
March 17, 2014	Sphere Minimum Standards Training OXFAM GB – Tacloban
March 2014	Gender Orientation OXFAM GB – Tacloban
April 2014	Performance Evaluation Training OXFAM GB – Manila
April 2014	Child Protection Training OXFAM Australia
May 2014	Operation and Maintenance Training for Improved Water Points OXFAM GB – Tacloban WASH Department
May 22-23, 2014	Public Health Promotion Capacity Building OXFAM GB – Tacloban
August 26-29, 2014	Community-Led Total Sanitation Facilitator's Training OXFAM GB – Tacloban
September 2014	Community Organizing Orientation OXFAM GB – Tacloban

November 19, 2014 **Protection Mainstreaming and Gender-Based Violence**
OXFAM GB – Tacloban
Protection and Gender Dept.

December 2014 **Contingency Plan**
OXFAM GB – Tacloban

WORK EXPERIENCE

2007 **TASK FORCE YOUTH** (City Hall, Tacloban City)

2011-2012 **MERCHANDISER (BESTANK COMPANY)** Robinson's Tacloban

April- September, 2013 **G.I.P (Gov't Internship Program) DSWD**, Tacloban City

April- October,2013 **Sales Agent** (Uniliver, Tacloban City)

Nov.26- Jan.20, 2014 **Volunteer, OXFAM (Tacloban City)**

Feb. 13, 2014 – March 31, 2015 **PHE(Public Health Engineer) Assistant**
OXFAM GB - Tacloban

Feb.10, 2016 – June 10, 2016 **Security Officer/OIC**
DAVAO SECURITY INVESTIGATION AGENCY (DASIA)
ASSIGNED IN TAGBILARAN BOHOL BRANCH

October.15, 2017 – June. 30, 2018 **Data Encoder and Validator**
(DENR) Department of Environmental National Resources
Region 8 Tacloban City

August.30,2018 – Sept.30, 2018 **Data Encode**
(PSA)Philippines Statistic Authority

November.25,2019 – Jan.25, 2021 **Sales Executive**
(IMC) Inframachineries Incorporation

PERSONAL DETAILS

NICKNAME:	PG
BIRTHDATE:	Sept.11, 1988
BIRTHPLACE:	Tacloban City
AGE:	32 yrs. Old
SEX:	Male
CIVIL STATUS:	Married
NATIONALITY:	Filipino
RELIGION:	Roman Catholic
FATHER'S NAME:	Gerardo O. Flores
OCCUPATION:	Deceased
MOTHER'S NAME:	Paulita L. Flores

OCCUPATION:	Self-employed
HEIGHT:	5'5"
WEIGHT:	70 lbs.
INTERESTS:	Reading books/novels, watching television, listening to music and chatting

Character References:

Names	Position	Contact Numbers
Vanessa D. Flores	Nurse of Bureau of Fire Protection	0915-827-1515
Vicente Belena	Admin Aide IV	0907-295-1006
Mr. Abdullah Ampilan	WASH Team Leader Oxfam GB	0927-341-9269 aampilan@oxfam.org.uk
Ms. Yudit Yuhana	HR Manager Oxfam GB - Tacloban	0926-747-3480 vyuhana@oxfam.org.uk
Mr. Christian Poleño	WASH Officer Oxfam GB - Tacloban	0915-569-2092 cpoleno@oxfam.org.uk
Engr. Romer Marmol	PHE Officer Oxfam GB	0927-412-2141 0920-246-2270
Engr. Glenn Echevarria	PHE Officer Oxfam GB	0908-196-3921
Engr. Zalde Zalavarria	Engineer / Contractor	0917-321-0013
Engnr. Rene Omega	LAMS Coordinator	0906-444-9930
Mr. Carlo Julius Banez	Manager	0917-777-7925
Mr. Junn Anthony Jayan Yu	BDO Manager	0916-307-7764
Mr. James Tobes	IMC Manager	0917-502-6849

I hereby certify to the best of my knowledge and belief that the above resume correctly describes my qualifications and experiences


PAUL GERALD L. FLORES
 Applicant