



**ORIENT EXPRESS**  
**Recruitment Services, Inc.**  
*"Your Partner in Service"*

Unit 808, 8th Floor, Ultima Residence,  
Fuente Tower 3, Osmena Blvd, Cebu City  
Philippines 6000  
Phone: (032) 422-9414  
Fax: (032) 520-7927  
E-mail: info@orientexpressrecruitment.com

November 29, 2013

**Ms. Marianne Velasco**  
**HR MANAGER**  
**Tate Publishing & Enterprises Cebu**  
**2<sup>nd</sup> floor, JY Square Mall**  
**Salinas Drive, Lahug, Cebu City**

Dear Ms. Velasco;


Good day!

Please be informed that I am sending **Mr. Francis Noel Carpio**, endorsed candidate for **Radio Promotions Staff**.

I would appreciate for your feedback for your final selected applicant.

Thank you very much.

Respectfully yours,

  
**Joan C. Garcia**  
**HR Supervisor**



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## FRANCIS NOEL G. CARPIO

15 Don Pedro Rodriguez St., Capitol Site, Cebu City



### OBJECTIVE:

To be able to work in a highly competitive environment where I can help meet the company's objective and achieve career advancement.

### SUMMARY STATEMENT:

Experience working in health care. Has the ability to do work under pressure and in challenging situations. A caring, hardworking, responsible, patient individual who wants to achieve a career.

### FORMAL EDUCATION:

College	:	Bachelor of Science in Nursing University of the Visayas College of Nursing, Gullas Medical Center Banilad, Mandaue 2007-2011
High School	:	Abellana National School Osmeña blvd., Cebu City 2003-2007
Elementary	:	Guadalupe Elem. School Guadalupe Cebu City 1997-2003

### PERSONAL DATA :

Age	:	24
Date of Birth	:	November 19, 1989
Place of Birth	:	Cebu City
Citizenship	:	Filipino
Religion	:	Roman Catholic
Civil Status	:	Single
Gender	:	Male
Height	:	5'6"
Weight	:	60 kgs.
Language spoken	:	English, Tagalog, Cebuano





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### FAMILY BACKGROUND :

Name of Father : Emmanuel E. Carpio  
Occupation : Electrical Engineer  
  
Name of Mother : Flaviana A. Garcia  
Occupation : Retired Employee

### PERSONAL CHARACTERISTICS:

- Self motivated and can work minimum supervision
- Proactive and can work fast-paced working environment.
- Average in both verbal and written English communication skills.
- Can work quickly and have the ability to work under pressure.
- Willing to undergo extensive training.
- Hardworking, Honest, Trustworthy and Goal oriented.
- Good personal relationship.
- multi- national employees and customers
- Flexible with multi-tasking responsibilities
- Able to adjust in shifting schedules

### SKILLS:

- Computer and internet proficient.
- Average typing skills.
- Basic nursing procedure
- Basic life support
- Health education
- First aid

### WORKING EXPERIENCE :

**Encoder / Staff** –Guaranteed Marketing Services, Inc. ( Door 23 VelOuano Bldg., Mercedes Arcade, Highway Seno, Mandaue City ) From November 2011 – April 2012

**Homebased Call Center Agent** – From July 2012 – November 2012



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### **Trainings/Seminars/Conventions Attended :**

Basic Life Support Training Red Cross Cebu Chapter  
Culture Care in Nursing Seminar  
Cardio Pulmonary Resuscitation (CPR) training Red Cross Cebu Chapter  
Advance Cardiac Life Support (ACLS) training Red Cross Cebu Chapter  
Disaster Nursing and Safety training Red Cross Cebu Chapter  
Head Nursing Seminar

### **CHARACTER REFERENCE :**

**Mrs. Geraline A. Cardosa**  
Area Supervisor  
GMSI – Central Visayas  
Velouano Bldg., Mercedes Arcade, Highway Seno, Mandaue City, Cebu

**Mr. Joel B. Serad**  
Clinical Instructor  
Master in Arts of Nursing  
University of the Visayas, College of Nursing  
Gullas Medical Center  
Banilad, Mandaue

**Mrs. Rhea V. Tenio**  
Former ICU nurse  
Clinical Instructor  
University of the Visayas College of Nursing  
Banilad, Mandaue City, Cebu