



PROFILE

Dedicated professional with extensive experience as a Registration Kit Operator and Team Supervisor at the PSA. Skilled in data management, team leadership, and optimizing registration processes. Adept at coordinating teams, ensuring accuracy, and achieving organizational goals. Seeking a dynamic role to apply my expertise in administration and leadership to drive process improvement and success.

ADDRESS

Purok 3 Barangay Sto. Rosario
Magallanes, Agusan del Norte

CONTACT

PHONE:
09124299602

EMAIL:
Johnesma4@gmail.com

LANGUAGE

Filipino
English
Cebuano

HOBBIES

Basketball
Badminton
Table Tennis
Singing

JOHN DOMINIC T. ESMA

Birthday: 04/04/2000

EDUCATION

Magallanes Central Elem. School
2007 - 2013

Father Urios Academy of Magallanes Inc.
2013 - 2019

Caraga State University Cabadbaran City
Course: Bachelor in Science of Information Technology
2019 - 2023

WORK EXPERIENCE

Philippine Statistics Authority - Registration Kit Operator
November 2023 – June 2024

Operated biometric equipment and ensured accurate data capture, processing over registrations daily. Proactively maintained registration kits, reducing downtime and improving efficiency in meeting project timelines.

Philippine Statistics Authority – Popcen-CBMS Team Supervisor
July 2024 – September 2024

Supervised census operations, ensuring data accuracy and timely completion of targets. Coordinated and trained enumerators, leading a team that achieved data collection accuracy and met deadlines ahead of schedule, contributing to the success of the PopCen-CBMS census project.

Agusan del Norte Electric Cooperative (ANEKO) – Consumer Relation Office Facilitator
January 2025 – May 2025

Processed reconnection forms for customers with disconnected electricity. Assisted consumers with billing issues and account clarifications. Provided requirements and guidance for new electricity service applications. Responded promptly to consumer inquiries and concerns, ensuring quality customer service.

SKILLS

- Microsoft Office
- Data Management
- Data Entry and Accuracy
- Technical Proficiency
- Leadership and Team Management
- Web Developer
- PHP/HTML/CSS/Javascript
- WordPress

EXPERTISE

- Leadership
- Confident & Determined
- Quick Learner
- Adoptive to Environment
- Problem Solver
- Great Communication Skills