



## 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 (ANECO) – 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