**RESUME’ OF**



**AUGUSTO, EVAN B.**

**Purok # 13, Tibanga Iligan City**

**Mobile # 0936-600-6368**

**CAREER OBJECTIVE:**

* To develop my intellectual and technical capabilities.
* To perform excellent responsibilities.
* To achieve optimum use of time and effort.
* To offer a people-oriented service while satisfying office goals and objectives.

**JOB EXPERIENCE(S):**

COMPANY : Suffari Promotional Agency

ADDRESS : Tibanga, Iligan City

DATE OF EMPLOYMENT : July 18, 2010 – May, 2013

POSITION/DESIGNATION : Marketing Officer- Administrative Officer

MAJOR RESPONSIBILITIES :

* Act as the main point of contact for visitors and callers, including reception duties.
* Provide general administrative support to the Chief Executive and staff team.
* Provide support for the projects including assisting with administration of project work where appropriate and when agreed.

COMPANY : Yamato Tours & Travel

ADDRESS : Baslayan Rd. Quezon Ave., Iligan City

DATE OF EMPLOYMENT : November 09, 2009 – July 17, 2010

POSITION/DESIGNATION : Executive Assistant

MAJOR RESPONSIBILITIES :

* Bookings and Reservations
* Encoding of various forms and communications
* Filing of records
* Cashier/Accounting

COMPANY : Olympia Courtyard Suites

ADDRESS : Makati Ave., Manila

DATE OF EMPLOYMENT : March 25, 2002 – May 22, 2002

POSITION/DESIGNATION : Room Attendant

MAJOR RESPONSIBILITIES :

* Dealing with guest of different nationality
* Inventory of hotel amenities
* Room check
* Make-Up room service

**TRAININGS/SEMINARS UNDERTAKEN:**

COMPANY : 1st Valley Bank

ADDRESS : Tubod, Baroy Lanao del Norte

DATE OF EMPLOYMENT : July 18, 2005 – July 29, 2005

POSITION/DESIGNATION : Trainee/Basic Banking Operations

MAJOR RESPONSIBILITIES :

* Customer service relations
* Cash and tellering
* Identifying accounts
* Computation of monthly amortization, net proceeds and rebates (loan products)

COMPANY : Development Bank of the Philippines

ADDRESS : Pala-o, Iligan City

DATE OF EMPLOYMENT : April 3, 2000 – June 2, 2000

POSITION/DESIGNATION : On the job trainee

MAJOR RESPONSIBILITIES :

* Encoding of various forms and communications
* Inventory of collaterals – about 5,000 accounts
* Filing of records
* Preparation of shadow folders of acquired assets accounts

**EDUCATIONAL ATTAINMENT:**

COURSE : BSBA - Economics

SCHOOL : Mindanao State University-Iligan Institute of Technology

YEAR GRADUATED : April, 2001

CAN OPERATE : Computer (MS word & excel), typewriter, xerox machine

**PERSONAL DATA:**

BIRTHDATE : September 12, 1980

BIRTHPLACE : Aloran, Misamis Occidental

CITIZENSHIP : Filipino

CIVIL STATUS : Married

RELIGION : Roman Catholic

WEIGHT : 46 kg.

HEIGHT : 5’2” tall

PERSON TO NOTIFY WITH IN CASE OF EMERGENCY:

Michael Augusto

Purok # 13, Tibanga Iligan City

**CHARACTER REFERENCES:**

1**. Ms. Susan Lubguban** **Bookkeeper**

Pailig Development Foundation, Inc.

Pala-o, Iligan City

**2. Ms. Lleechuan King** **General Manager**

Suffari Promotional Agency

Tibanga, Iligan City

Tel. # 221-8401

3. **Mr. George Marino** **Purok President**

Purok # 13, Saray

Tibanga, Iligan City