

# QUEENIE CLARO PANUGAO

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## OBJECTIVES

To show and prove my abilities by accepting challenges, to gain experience in field of working and also claim the career ladder through continuous learning and commitment.

## PERSONAL INFORMATION

Date of Birth : July 31, 1994  
Place of Birth : Pasig City  
Civil Status : Single  
Height : 152 cm.  
Weight : 4'11 ft.  
Age : 28  
Gender : Female  
Name of Father : Francisco F. Panugao  
Name of Mother : Lelybeth C. Panugao (deceased)

## SKILLS

- Interpersonal skills and communication skills
- Computer literate
- Able to set priorities and meet deadlines
- Willing to work under pressure
- Can work in field
- Time Management

## EDUCATION

### TERTIARY

- HOLY TRINITY COLLEGE OF CAMARINES SUR
- BATO, CAMARINES SUR
- BACHELOR OF ELEMENTARY EDUCATION (BEED)

### SECONDARY

- NABUA NATIONAL HIGH SCHOOL
- SAN MIGUEL NABUA, CAMARINES SUR

### ELEMENTARY

- MANGGAHAN ELEMENTARY SCHOOL
- PASIG CITY

## WORK EXPERIENCE

### JOLIBEE CORPORATION

#### Service Crew

- Responsible for providing courteous and efficient food and beverage services to the customers.
- Present menu, take an order, suggest and recommend appropriately.
- Perform general housekeeping and cleaning duties.
- Attend to customers, supply them with foods and drinks according to their orders.

**JOHN MICHAEL LEARNING CENTER**

Assistant Teacher

- ▶ Assumed responsibility and accountability for classroom academic progress.
- ▶ Built and maintained a classroom culture in which students love learning.
- ▶ Developed learning material allowing children to solve problems, experiments, question and master concepts through active learning.
- ▶ Supervised children in a nurturing, family-like environment.

**PHILIPPINE STATISTICS AUTHORITY**

Census Team Supervisor

- ▶ Assigned field and preparing an efficient route.
- ▶ Responsible for verifying household addresses and ensuring that all maps and address lists are correct.
- ▶ Implemented safety while working in different neighborhoods.
- ▶ Interviewed household members for census information.
- ▶ Evaluated and analyzed and coordinated automation operation to support office and field.

**DEPARTMENT OF LABOR AND EMPLOYMENT**

Contact Tracer

- ▶ Conduct telephone calls with persons diagnosed with COVID-19 to complete case interviews, elicit and trace contacts exposed to COVID-19.
- ▶ Provide follow-up instructions to cases and contact related to isolation/ quarantine, symptom monitoring and assess the need for medical care and supportive services.
- ▶ Collect and record information from the case interview/ contact gathering into the data system.
- ▶ Maintain daily communication with their Supervising Contact Tracer as assigned.
- ▶ Provide information on where to find other social, health resources using approved script/ resource list.

**DAVIES PAINTS PHILIPPINES INCORPORATED**

Admin Aide

- ▶ Execute broad clerical duties, usually on behalf of an organization leader.
- ▶ Keep documents and correspondence organized using paper and electronic filing methods.
- ▶ Utilize computers for word processing, spreadsheets, databases, and other applications.
- ▶ Fill out forms in accordance with corporate policies.
- ▶ And also do the computation of expenses for the product purchases.

**REFERENCES**

**MRS. CECILLE DOMIQUILA**  
Teacher in John Michael Learning Center  
Midtown Cainta Rizal

**MS. EUNICE SAN MARCOS R.N**  
Pasig CESU Nurse

**MRS. JUSTIN CUDAL**  
Census Team Supervisor  
Philippine Statistics Authority

**Ms. LYKA IGNACIO**  
Davies Team Leader

**DECLARATION**

*I attest to the truthfulness of the above-mentioned information.*

  
**QUEENIE CLARO PANUGAO**  
APPLICANT