



GABRIEL ANTHONY D. ZETA

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CAREER OBJECTIVE

To secure a Human Resource Supervisor position and be part of Dranix Distributors Inc., that offers professional growth and excellence, self-development as well as consistently positive environment. Moreover, to use my competencies and skills in the best possible way, therefore enabling me to make a positive contribution in the achievement of organizational goals.

CORE COMPETENCIES

- ♦ Has a good communication and interpersonal skills.
- ♦ Conscientious and efficient in meeting commitments and observing deadlines.
- ♦ Can work proficiently and effectively under time pressure.
- ♦ Has the ability to work independently with minimum supervision.
- ♦ Self-motivated, initiative and maintains a high level of energy.
- ♦ Can perform all other related duties that may be assigned from time to time.

EDUCATION PROFILE

Asian Development Foundation College ♦ BS Commerce Major in Legal Management ♦ 2010-2014

Asian Development Foundation College ♦ Secondary Education ♦ With Honors ♦ 2006-2010

ORGANIZATIONAL AFFILIATIONS

Sangguniang Brgy. of Brgy. 64 ♦ Brgy. Councilor ♦ 2013-present

Sangguniang Kabataan of Brgy. 64 ♦ SK Chairman ♦ 2010-2013

Asian Development Foundation College Business Club ♦ Treasurer ♦ 2012

Youth for Human and Ecological Security ♦ Member ♦ 2011-present

Pag-asa Youth Association of the Philippines ♦ Member ♦ 2010-present

WORKING EXPERIENCE

Asian Development Foundation College ♦ Instructor (Contractual) ♦ 2014-present

Office of the Sangguniang Barangay of Brgy. 64, Tacloban City ♦ Brgy. Councilor ♦ 2013-present

Office of the Sangguniang Kabataan Brgy. 64, Tacloban City ♦ SK Chairman ♦ 2010-2013

SK City Federation of Tacloban ♦ Board Officer ♦ 2010-2013

DOJ-Office of the Provincial Prosecutor ♦ Practicum ♦ June 26-Sept. 27, 2013, February 11-April 22, 2014

TECHNICAL SKILLS

- ♦ Computer literate, learned and used MS Windows 7, XP, Vista and Linux (Mandriva and Ubuntu) server for Microsoft Office and Open Office projects.
- ♦ Have the ability to work with e-mails and Internet research resources.

SEMINARS AND TRAININGS ATTENDED

Seminar on Disaster Preparedness ♦ Hotel La Rica, Tacloban City ♦ May 27-29, 2014

Seminar on Good Governance ♦ Hotel La Rica, Tacloban City ♦ May 13-15, 2014

Business Summit 2013 ♦ People's Center, Tacloban City ♦ September 27, 2013

SK Eastern Visayas Lakbay Aral ♦ Bohol Plaza Hotel ♦ May 14-16, 2013

2nd Regional Career Congress ♦ Oriental Hotel, Palo Leyte ♦ February 2-3, 2013

SK National Congress 2010 ♦ Waterfront Hotel, Cebu City ♦ December 18-20, 2010

REFERENCES

Dr. Edward I. Chua ♦ President ♦ Asian Development Foundation College ♦ (053) 325 8698

Vicente L. Dy III ♦ OIC, City Budget Officer ♦ LGU Tacloban ♦ 09151725760

Adonis A. Zeta ♦ Head ♦ Office of the Presidential Adviser on Peace Process ♦ 09189630121