|  |  |
| --- | --- |
|  | **QUEENIE CLARO PANUGAO**  Address: 1055 Kalamansi St. Napico Manggahan Pasig City  Phone: 09632968796  G-mail: [panugaoq@gmail.com](mailto:panugaoq@gmail.com) |

|  |  |
| --- | --- |
|  | 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**  **MS. EUNICE SAN MARCOS R.N**  Pasig CESU Nurse    **Ms. LYKA IGNACIO**  Davies Team Leader  Teacher in John Michael Learning Center  Midtown Cainta Rizal  **MRS. JUSTIN CUDAL**  Census Team Supervisor  Philippine Statistics Authority |
|  | **DECLARATION**  *I attest to the truthfulness of the above-mentioned information.*      QUEENIE CLARO PANUGAO  APPLICANT |