



cayla.diane99@gmail.com  
0927-459-8652

# CAYLA DIANE C. DE CASTRO

Registered Master Electrician

Licensed Financial Advisor

**Objective:** To pursue a challenging and rewarding career to utilize my abilities in the best possible way

## Skills

- Knowledgeable in both written and spoken English
- Ability to work with a team
- Knowledgeable in Microsoft Office programs (Word, Power point, Excel, Paint)
- Knowledgeable in computer programs

## Educational Attainment

TERTIARY EDUCATION	<b>Bachelor of Industrial Technology Major in Electrical Technology</b> Batangas State University-Lipa City Marauoy, Lipa City, Batangas
SECONDARY EDUCATION	<b>Bayorbor National High School</b> Bayorbor, Mataasnakahoy, Batangas
PRIMARY EDUCATION	<b>La Purisima Concepcion Academy</b> Brgy. II, Mataasnakahoy, Batangas

## Affiliations

Supreme Student Government Council (SSC)  
Batangas State University- Lipa City  
**Committee Head on Public Relations and  
Extension Services, A.Y 2018-2019**

Association of Industrial Technology Students  
Batangas State University- Lipa City  
**President, A.Y 2018-2019**  
**Department Representative, A.Y 2015-2018**

Every Nation Campus Lipa  
Batangas State University- Lipa City  
**President, A.Y 2017-2018**

## Career Summary

### ON-THE-JOB TRAINING

**Globe Telecom-JBD Hub point**  
Sabang, Lipa City, Batangas

Assist in auditing and checking company files. Administrative works such as filing employees' requirements. Encoding of client information.

### ON-THE-JOB TRAINING

**Batangas Electric Cooperative II, Inc (BATELEC II)**  
Darasa, Tanauan City, Batangas

Assist in installations and repair of electrical problems. Assist and help foremen and linemen during area clustering and field works. Encoding of data and information at the Engineering's office.

**SWDI ENCODER -Project Based**  
**Department of Social Welfare and Development Office**  
Municipal Social Welfare and Development Office  
Municipality of Ibaan  
Poblacion, Ibaan, Batangas  
**November 2019-December 2019**

Encoding and verifying of information of Pantawid Pamilyang Pilipino Program beneficiaries.

## Character References

**Jo Anne T. Villauneva**

Social Welfare Assistant  
Municipality of Mataasnakahoy  
0999-460-2217

**Dr. Christy M. Pesigan**

Optometrist  
Pesigan Optical Clinic  
0951-526-5935

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

  
Cayla Diane C. De Castro  
Applicant