



PROFILE

Strongly focused with the ability to complete tasks accurately in a fast-paced environment with conflicting deadlines. Proven abilities in project management and conflict resolution. Excellent communication skills. Seeking challenging position in company with opportunity for advancement.

PERSONAL INFORMATION

Age : 26 years old
Birth date : December 15, 1995
Gender : Female
Citizenship : Filipino
Height : 5'1
Weight : 45 kg
Civil Status : Single
Language : English and Filipino
Hobbies
▪ Writing
▪ Photography
▪ Design
▪ Photo / Video Editing

EDUCATIONAL BACKGROUND

TERTIARY:
Manuel S. Enverga University Foundation Candelaria, Inc.
Candelaria, Quezon
Bachelor of Secondary Education
Major in Biological Science
S. Y: 2013-2017
• Consistent Dean's Lister (S.Y. 2014-2017)

SECONDARY:
Lutucan Integrated National High School
Sariaya, Quezon
S. Y: 2008-2012

PRIMARY:
Sariaya East Central Main Elementary School
Sariaya, Quezon
S. Y: 2002-2008

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

ADELETTE C. SANTOC
Applicant

ADELETTE CASTILLO SANTOC

Block 10 Lot 1 QC Ville Townhomes Central Avenue
Brgy. Culiat Quezon City, Philippines
Contact no: 0970-133-8936 / 0956-855-6033
Email: santocadelette3@gmail.com

SKILL HIGHLIGHTS

- Project management
- Strong decision maker
- Complex problem solver
- Goal setting and implementation
- Skillful with Movie Maker, Photoshop
- Creative design
- Innovative
- Service-focused
- Time management
- Proficient with Microsoft Word, Excel and Powerpoint
- Proof reading in Research

WORK EXPERIENCE

High School Science Teacher & Grade 10 Adviser at St. Anne College Lucena Inc. (07/2018 - 08/2020)

- Received operational directives and created programs to address those concerns.
- Encouraged student's ability to think critically and participate in discussions in the courses of Science and Math by implementing a variety of teaching methods and techniques.
- Provided leadership to youth groups taking part in discovery exercises and provided personalized support to those in need of extra help.
- Received positive feedback from parents regarding student success due

Registration Officer I – Philippine Statistics Authority (09/2020 – 12/2020)

- Provide exceptional customer service to the applicants.
- Perform trouble shooting and technical reports and issues to Officer.
- Maintain the defined operating standards as mandated by the PSA.
- Perform other tasks and responsibilities that may be a supervisory directive.

Shift Manager - PERF Restaurant Inc. – Burger King (04/2021 – Present)

- Plan and work to budgets, maximize profits and achieve sales targets set by head office.
- Ensure high standards of customer service are maintained and exceeds with handling customer complaints and queries.
- Prepare reports and other performance analysis documentation.
- Recruit new staff, train, and develop of those existing staff.
- Organize stocks and equipment, order supplies and oversee building maintenance, cleanliness, and security.

RECOGNITION, ACHIEVEMENTS & RECOGNITION

- Dean's List Honoree 1st – 2nd Semester: 2014-2017
- Number of GPA, 1.60
- Licensed Professional Teacher with 81% in board examination
- Professional Training with Visual Graphic Design
- Certified "Most Punctual Award of the Year"
- The Art of Research Construction – 10/21/2019 to 10/31/2019
- Boy Scout of the Philippines – Two Day Encampment Seminar 12/12/2019 to 12/14/2019
- Promoting Health Awareness in the Workplace – 12/16/2019 to 12/16/2019

REFERENCES

- **CARLOS TABUNDA JR. PHD**
Block 3 Lot 1 QC Ville Subd.
Central Avenue, Quezon City
0925-305-0762
- **MAJ. MARK ANTHONY RUBY**
Executive Assistant – DILG-HEA (OCS-AFP)
0947-407-5677
- **PAOLO MARCOLETA**
President – SAGIP Partylist
0918-785-8007