

# Emmanuel Manzanilla Espina Jr.



📍 744 Crissel Subd., Poblacion 3, Tanauan City, Batangas, Philippines  
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✉ jawoespina1987@gmail.com

Sex Male | Date of birth 28 July 1987 | Nationality Filipino | Marital Status Married

**Hard-working and organized individual with more than 10 years of work experience seeking to use my knowledge and skills to help the company advance efficiently and productively.**

## PROFESSIONAL EXPERIENCE

### HOUSEKEEPING STAFF Tropical Breeze Hotel and Resort Tanauan, Batangas

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|-----------------------|--|
| Sep 2021-<br>Nov 2022 | <ul style="list-style-type: none"><li>Ensured that rooms, public areas, and entire facilities were cleaned and sanitized.</li><li>Worked closely with other maintenance staff on utilities and facilities repair</li><li>Managed inventory and replenishing of consumables</li></ul> |
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### ADMINISTRATIVE AIDE City Government of Tanauan Tanauan, Batangas

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| Aug 2018-<br>Aug 2021 | <ul style="list-style-type: none"><li>Served as driver and security staff for the City Vice Mayor</li><li>Assisted in daily clerical and logistical needs of the local government office</li></ul> |
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### LEGISLATIVE STAFF City Government of Tanauan Tanauan, Batangas

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| Jul 2013-<br>Aug 2018 | <ul style="list-style-type: none"><li>Served as driver and security staff for the City Councilor</li><li>Organized file folders and prepared reports</li></ul> |
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### MACHINE OPERATOR First PHILEC Solar Corporation Sto. Tomas, Batangas

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| Jun 2010-<br>Jul 2012 | <ul style="list-style-type: none"><li>Operated machine and performed trouble-shooting.</li></ul> |
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### WELDER Atlantic Gulf and Pacific Company of Manila, Inc Bauan, Batangas

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|-----------------------|---|
| Jan 2007-<br>Nov 2008 | <ul style="list-style-type: none"><li>Performed pipe fitting, cutting, and tack welding</li></ul> |
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### WAREHOUSE OPERATOR EPSON Precision (Philippines), Inc. Lipa City, Batangas

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|------------------------|--|
| Sept 2005-<br>Dec 2005 | <ul style="list-style-type: none"><li>Prepared materials needed for production</li></ul> |
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## SKILLS

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- Housekeeping
  - Inventory Management
  - Driving
  - Pipe Fitting and Cutting
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## EDUCATION

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Jun 2000- Apr 2005	<b>Secondary Education</b> Bernardo Lirio Memorial Experimental Science High School Tanauan, Batangas
Jun 1994- Apr 2000	<b>Primary Education</b> Bernardo Lirio Elementary School Tanauan, Batangas

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## TRAINING

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**Housekeeping NCII Certification**  
Batangas

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**Driving NCII Certification**  
Batangas

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**Pipe Fitting Course**  
Batangas

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**Security Training**  
Batangas

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## CHARACTER REFERENCES

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**RENZ GERMAN M. AGOJO**  
Hotel Manager  
Tropical Breeze Hotel and Resort (Contact No. 0917 871 8001)  
Tanauan, Batangas

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**B. GEN. BENEDICTO C. CORONA (Ret.)**  
City Councilor  
City Government of Tanauan (Contact No. 043 728 9860)  
Tanauan, Batangas

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**JACQUELINE A. LANDICHO**  
Acting CGDH I-HRMDO  
City Government of Tanauan (Contact No. 043 728 9860)  
Tanauan, Batangas

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By signing below, I certify all information is true and correct to the best of my knowledge.

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Emmanuel M. Espina Jr.