

CURRICULUM VITAE



VINCENT M. FERNANDEZ

199 Mabini St., Rizal Village, Paciano Rizal, Calamba City, Laguna
0935-923-2492

OBJECTIVE: To be an active worker in a prestigious company/institution, apply my learning skills (e.g. technical and administrative know how) and contribute what is the best for the growth of the institution.

I. WORK EXPERIENCE:

January 2017 – December 2022

Project Technical Assistant II
Socio-Economics Research Division
DOST-PCAARRD
Brgy. Timugan, Los Baños, Laguna

Job Description:

- Manage all incoming and out-going documents via Doctracks and other platforms
- Manage the Division Director's Doctracks account
- Forward out-going documents to concerned divisions, unit, and staff
- Forward all letters and documents to AD for screening prior to approval/signing of the Director
- Scan all approved documents and forward to concerned staff/unit
- File administrative related documents
- Follow-up documents for approval/signing of the Executive/Deputy Director
- Assist in the preparation and submission of DC Materials
- Monitor uniform and attendance of staff during flag ceremony
- Maintain online document tracker
- Handle all logistics pertaining to travel – vehicle arrangements, travel orders, etc.

July 2015 – December 2016

Science Research Assistant
Inland Aquatic Resources Research
Division
DOST-PCAARRD
Brgy. Timugan, Los Baños, Laguna

Job Description:

- Assists in the administrative activities for the implementation of Shrimp, Aquafeed and Milkfish programs/projects
 - Filing of documents
 - Preparation of DV/ORS for fund releases, Transmittal letters, preparation of letter request of fund release, coordinate with project team, etc.
- Assist in the monitoring and evaluation activities of the Shrimp, Aquafeed and Milkfish programs/projects

- Assists in the preparation of reports
- Assists in the conduct of dry-run for DC/GC, program/project reviews, etc.
- Assists in the procurement of supplies and inventory
- Prepares documents needed for project renewal to be presented in DC/GC meeting
- Follow-up documents/materials for release of fund, project extension and realignment, MOAs, etc.
- Assists in the database management of Shrimp, Aquafeed and Milkfish ISPs
- Perform other duties that maybe assigned from time to time
- Assisted in the conduct of SIPAG FIESTA by setting-up the technology displays/exhibits

January 2013 – January 2015

Laboratory Technician I
UPLB – BIOTECH
Los Baños, Laguna

Job Description:

- Sterilized glass wares and prepare materials for the experiment
- Operate Ultra Centrifuge Machine for purification
- Prepare and follow up documents needed for procurement of supplies
- Perform inventory of supplies
- Perform inoculation of plant virus
- Assist in blood extraction from laboratory animals
- Injected plant virus on laboratory animals
- Assist in the completion of the project
- Attend and participate in the group and project discussions/meetings
- Perform purification of plant virus from Abaca and Banana
- Perform other tasks assigned by the team leader

July 2010 – June 2012

Voice Mail Transcriber
Scopeworks Asia
LISP II, Brgy. Pulo, Cabuyao, Laguna

Job Description:

- Transcribe client's voicemail messages
- Perform tasks assigned by the team leader

December 2009 – June 2010

Marketing Assistant
MOTORLANDIA
National Hi-way, Brgy. Parian,
Calamba City

- Organize and host presentations and customer visits
- Assist in promotional activities
- Visit customer/external agencies
- Assist in the marketing strategy of the branch
- Assist in the sales and distribution

April 2008 – April 2010

Voicemail Transcriptionists

Accurate Solutions
ExcellMark Bldg., Brgy. Paciano Rizal,
Calamba City, Laguna

- Transcribe client's voice mail messages

January 2008 – March 2008

Customer Service Representative

Advance Contact Solutions
Bldg. 1, LSL Comp., Diode St., LISP II,
Cabuyao, Laguna

- Perform inbound Telecom
- Provide quality customer service
- Ensure customer satisfaction by giving relevant and accurate information regarding subscriber's concern
- Perform other tasks assigned by the team leader

II. EDUCATIONAL BACKGROUND:

<u>School Address</u>	<u>Degree Earned</u>	<u>Year Graduated</u>
University of Perpetual Help System – Dalta, Calamba Campus Calamba City, Laguna	BS Nursing Graduate	March 2007
Christian School International Los Baños, Laguna	High School	March 2000
Christian School International Los Baños, Laguna	Elementary	March 1996

I. TRAINING/SEMINARS:

A. QRT Basic Life Support Training
DPITC, DOST-PCAARRD
October 12, 2022

B. QRT Standard First Aid Training
DPITC, DOST-PCAARRD
October 25, 2022

C. Training on Documented Information Control
October 20 & 27, 2021

D. Webinar on RA 9184 2016 Revised IRR Government Procurement Policy
June 21-25, 2021

II. PROGRAMS/ACTIVITY ATTENDED

A. Industry Consultation and Program review of Shrimp, Mud Crab, Tilapia, Aquafeed, and Mussel ISPs

Venue: Smallville Hotel, Mandurriao, Iloilo City

Date: October 13-16, 2015

B. Industry Consultation and Program review of Shrimp, Mud Crab, Tilapia, Aquafeed, and Mussel ISPs

Venue: GCEB, UP Visayas, Iloilo City

Date: September 14-16, 2016

III. SKILLS:

A. Computer literate, driving, drawing, photography

IV. INTEREST:

A. Trekking, mountaineering, bushcrafting, outdoor survival, exploring, travel, biking, reading books, photography, surf the net

III. PERSONAL DATA:

Age	:	39 years old
Birth Date	:	October 12, 1983
Birth Place	:	Nigeria
Citizenship	:	Filipino
Religion	:	Born Again Christian
Height	:	5'5"
Weight	:	145 lbs.
Civil Status	:	Married
Father	:	Benedicto C. Fernandez
Mother	:	Zenaida M. Fernandez
Spouse	:	Jescy Laurence A. Fernandez
Child/Children	:	Vielle Laurice A. Fernandez

IV. CHARACTER REFERENCES:

Dr. Dalisay DG. Fernandez

Former Director of IARRD
DOST-PCAARRD

Engr. Ruel Carlo L. Tanquenco

Supervising Science Research Specialist
IDD, DOST-PCAARRD

Ms. Claire S. Ramos

Science Research Assistant II
UPLB – BIOTECH

Bishop Herminigildo C. Malabanan

Chairman of Laguna for Jesus Movement
President of Rotary Club of Los Baños
Senior Pastor of Grand Harvest Christian Ministries,
Inc.