

ROGGIE BELLE GUIPITACIO

APPLICANTS

CONTACT

+639480110643

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Purok 4-A, Poblacio, Monkayo,
Davao de Oro, Philippines

PERSONAL DATA

Birthdate: **JANUARY 23, 1998**

Age: **25th Years Old**

Status : **Single**

LANGUAGES

English - Native

Filipino - Tagalog & Bisaya

REFERENCE

Dr. Josephine R. Cabunoc
Smile Dental Clinic Proprietor
Owner
+639477436640

Jeson Tejado
jesontejado@gmail.com
Municipal HR

Glory Mae Masbano
TESDA Instructor
+639076652808
masbaglorymae2@gmail.com

PROFESSIONAL PROFILE

innovative, artistic, and competent I am a happy, aspirational, and tough individual. I enjoy working with a team to accomplish goals at work. I am able to operate under pressure and adapt to any working environment. energetic and amiable dental assistant with three years' experience dealing with oral care for all types of patients. Years of working as a data encoder, maintaining customer confidentiality, and being accountable for data entering. Also, my voluntary work and those trainings shape me to be competent enough to manage several fields of job.

EDUCATION

Tertiary

Mindanao Medical Foundation College

Doctor of Dental Medicine 2020

Secondary

Assumption Academy of Monkayo 2011-

2014
Primary

Monkayo Central Elementary School 2005- 2011

WORK EXPERIENCE

Dental Assistant | 2020 - Present

@ Smile Dental Clinic, Marqueez Monkayo, DDO, Philippines

My responsibilities as a Dental Assistant is addressing their oral concerns, maintaining cleanliness and safety to our office. Established good rapport.

Data Encoder : 2019

Municipal Engineering Office

- Executed on daily data-entry responsibilities for a fast-paced office. Maintained 99% accuracy in all data entry tasks, received employee of the month awards for strong accuracy and attention to detail.
- Handled confidential information for clients , including tax information and legal document. Highly trusted by management with sensitive info.

VOLUNTEER EXPERIENCE

Hope In Motion Outreach Ministry | 2020 - Present

Position: *Outreach Coordinator*

is a children ministry founded by religious group, that aims to share the word of God, and also giving food to the malnourished childre.

Dental Mission 2019 - Present

Conducting Tooth Extraction, Fluoride Application, and Proper Toothbrushing Technique. And also Giving toothbrush and toothpaste.

Special Program For Employment of Student - DOLE 2015-2018

Department of Labor and Employment program aims to provide temporary employment. Training is provided so you will be equipped before starting with the client.

Im one of the luckiest who choose to be part of these program and assigned Engineering office and Licensing office.

I always keep our office cleaned and organize, and encodings documents.

TRAININGS

“Collaboration Towards Dynamic Professionalism “

PDA Philippines Dental Student Association

School Representative 2019

TESDA

Organic Agriculture Production NC II

Octa M farm, DDO

Contact Tracing NC III

DNAS main Office, TESDA, Montivesta, DDO

SKILLS

CORE SKILLS

Organizing

Time Management

Leadership

Teamwork

Facilitating Activities

Driving

Marketing

Creativity

Computer Literacy

Costumer Service

COMPUTER SKILLS

MS Word

MS Excel

MS Presentation

Adobe

Canvas

Movie Maker

Photo Editor

checking Emails

text processor

Layout & graphics design