

RONA MAE L. LAPSO

📍 164-E Kapiligan St., Doña Imelda, Araneta Avenue, Quezon City
☎️ 09503265104
📅 September 19, 1998
✉️ ronamaelemalapso@gmail.com



OBJECTIVES

To enhance my skills and utilize my training in different fields.

SKILLS

- Computer Literacy
- Analytical thinking, multi-tasking and time management
- Mathematical Skills
- Problem Solving Abilities
- Communication Skills
- Teamwork
- Computer Software & Application knowledge
- Creativity

PROFESSIONAL EXPERIENCE

- **August 26, 2022 – Present (Part Time)- Dining Staff /Server at Damgo Dine-in and Shop, Philippines**
 - Presented menu and provide detailed information when asked.
 - Prepared tables and perform basic sanitation.
 - Offered menu recommendations upon request.
 - Took accurate food and drinks orders.
 - Communicated order details to the Kitchen Staff.
 - Served food and drink orders.
 - Carried dirty plates, glasses and silverware to kitchen for cleaning.
- **November 24, 2020 to Present (Full-time) - IT SUPPORT STAFF/Data Encoder at Department of Agriculture Regional Field Office 4-Mimaropa, Elliptical Road, Diliman, Quezon City, Philippines**
 - Provided assistance to the overall activities of the MIS Section/ICT Unit.
 - Performed a number of duties in a given day such as trouble shooting, repair, maintenance, installation and other testing activities on various computer equipment, peripherals, data communication and computer network systems.
 - Performed assistance in the periodic preventive maintenance support for hardware, software and other ICT resources.
 - Gave assistance on troubleshooting activities on various units of the satellite office.
 - Provide assistance to the overall activities of the RSBSA.

- **December 15, 2019 – November 15, 2020 (Part Time)- Server/Cashier at Bogarts Restaurant, Philippines**
 - Presented menu and provide detailed information when asked.
 - Prepared tables and perform basic sanitation.
 - Offered menu recommendations upon request.
 - Took accurate food and drinks orders.
 - Communicated order details to the Kitchen Staff.
 - Served food and drink orders.
 - Carried dirty plates, glasses and silverware to kitchen for cleaning.

- **November 7, 2018 to January 15, 2020 - Assistant Secretary of Engr. Jose Jimbo D. Barruela at Dao, Capiz, Philippines**
 - Assisted the Secretary and assumes the duties of the Secretary when necessary. Prepared and reviews documents, agendas, reports or other materials for the project.
 - Coordinates with project inspector, engineers and other Sub-contractor.
 - Prepared requirements for the billing of projects.
 - Responsible for money deposit and check incashment.
 - Edit pictures of accomplished projects.

- **July 2, 2018 to November 6, 2018 - Office Staff/Encoder at LGU Mambusao Capiz, Philippines**
 - Monitored office supplies and equipment to ensure an adequate supply of frequently used supplies are always on hand.
 - Prepared notice of meetings, certificates of participation and other needed for meetings in barangays.
 - Distributes the mail received from LGU.
 - Organizes office area and manages office to ensure efficiency.

EDUCATION

2014-2018	Capiz State University Mambusao Satellite College Bachelor of Science in Computer Science Cum Laude
2010-2014	David Moises Memorial High School
2004-2010	Mambusao Elementary School

CHARACTER REFERENCES

Marie Ann M. De Leon
KFC- FMI CANADA
+639672300568

I hereby certified that all the informations above are true.



Rona Mae L. Lapso
Applicant