

Ross Eizalhyne A. De Castro

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Objective	Seeking a position in life to utilize my skills, abilities and achievement professional growth while being resourceful, innovative and flexible. To add valuable assets to your esteemed organization as an active member.
Skills & Abilities	Proficient in speaking English Exposed in wide variety of personality Versatile and adoptable individual Dedicated and hardworking Computer literate (MS Word, Excel and Power point) Ability to organize, prioritize and work with minimal supervision
Basic Information	Age: 25 Date of Birth: 1998-11- 28 Place of Birth: Bacoor, City, Cavite, Philippines Religion: Roman Catholic Passport No: P5773324B Citizenship: Filipino Height: 5'6 ft. Weight: 72 kgs. Marital Status: Single Gender: Female Expiration: 2030-11-10
Experience	Position: Casual Employee Status: Full Time Employer: City Government of Tagaytay Company Address: Akle St. Duration: 2022-07-01 to 2023-10- 31 Kaybagal South, Tagaytay City, 420 Cavite, PH Duties and Responsibilities: <ul style="list-style-type: none">• Takes minutes, in every meeting and sessions.• Attends regular sessions and committee hearings.• Follow-up papers and takes messages to and from other government offices.• Assists immediate supervisor in every work- related obligation. Position: Pharmacy Assistant/ Cashier Status: Full Time Employer: Family Health & Beauty Corporation Company Address: Mendez Duration: 2020-01-21 to 2022-06-06 Crossing West, Tagaytay City, 420 Cavite, PH Duties and Responsibilities: <ul style="list-style-type: none">• Taking inventory of all medication and pharmaceutical supplies.• Processing sales transactions for medications and other pharmaceutical supplies.• Directing all questions relating to prescriptions, health matters, or medications to the pharmacist.• Check for expired medications and discard it properly.

- Help customers find what they need or send them to the pharmacist for more help.
- Use a cash register.
- Write letters and memos, prepare receipts and invoices, and file orders.

Position: Guidance Facilitator- Intern Status: On the Job Training
Employer: College of Education- Cavite State Company Address: Bancod,
University, Indang, Cavite, PH Indang, Cavite, PH
Duration: 2018-08-07 to 2018-09-05

Duties and Responsibilities:

- Conducts interviews with students for record keeping.
- Organizing and updating the student profile records.
- Interact with staff and students in a professional and ethical manner.
- Consults with supervisors and staffs as needed.

Position: Clinical Psychology Intern Status: On the Job Training
Employer: Lord’s Agape Recovery Center Inc. Company Address: Salaban,
Duration: 2018-9-10 to 2018-10-18 Amadeo, Cavite, PH

Duties and Responsibilities:

- Interview must ask various questions to gather information to the client to make a clinical assessment.
- Observes patients in various situation.
- Conducts different psychological testing to gather information for diagnosis and treatment plan of the client.
- Doing report writing after conducting an interview and psychological testing.

Position: Human Resource Personnel- Intern Status: On the Job Training
Employer: Lord’s Agape Recovery Center Inc. Company Address: Salaban,
Duration: 2018-9-10 to 2018-10-18 Amadeo, Cavite, PH

- Recruitment and Hiring Process
- Plan and Coordinate Workforce
- Organizing, filing and processing of paper works

Education	Cavite State University- Indang, Campus Bachelor of Science in Psychology Bancod, Indang, Cavite, PH	Duration: 2015-06 to 2019-06
References	Ray Angelo M. Angcaya Material Handler/ Bourgault Industry 306 920 8185	Alvin Gagarin Bourgault Tillage Tools 306 920 0029