

Kynnee Fe M. Nuñez
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CAREER OBJECTIVE

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organization goal and climb the career ladder through continues learning and commitment.

EDUCATIONAL ATTAINMENT

PRIMARY

Bulua Central School
Bulua Cagayan de Oro City
S.Y. 2021-2022

SECONDARY

Blessed Mother College
Barra Opol, Misamis Oriental
S.Y. 2005-2006

TERTIARY

Xavier University-Ateneo de Cagayan Philippines
Center for Integrated Technology (Mechanical Technology)
S.Y. 2006-2010 (Graduate)

PERSONAL INFORMATION

Birth Date : July 2, 1989
Birth Place : Cagayan de Oro City
Sex : Female
Age : 34
Status : Married
Height : 5'
Weight : 50kg
Religion : Roman Catholic
Citizenship : Filipino
Home Address : #245 Zone 2, Sunflower Street, Bulua Cagayan de Oro City

QUALIFICATION

- Strong Work Ethics
- Outgoing Personality
- Can work with least supervision
- Flexible in any customer relation skills
- Attention to Details
- Has good written and communication skills
- People Oriented
- Good in time management

TRAINING AND SEMINARS:

Title : Mental Health Awareness Seminar
Designation : Participant
Date : November 29, 2022
Conducted : Civil Aviation Authority of the Philippines
Venue : Aircraft Rescue and Fire Fighting (ARFF) building, Laguindingan Airport

Title : GAD,MOVE and Women-Related Laws Highlighting the Safe Spaces Act (SS) Orientation and Workshop Caravan in Region
Designation : Participant
Date : November 14 to 15, 2022
Conducted : Philippine Commission on Women – North Mindanao Field Office
Venue : De Luxe Hotel, Cagayan de Oro City

Title : Filipino Brand Of Service Excellence Seminar for tourism Frontliners at Laguindingan Airport
Designation : Participant
Date : September 29, 2022
Conducted : Department Of Tourism Regional Office 10
Venue : PMO Conference Hall, Laguindingan Airport

Title : “Knowledge is Safety: Get-to-Know the Hydrometeorological and Geological Hazard Terms”
Designation : Participant
Date : October 27, 2022
Conducted : Department Of Science and Technology
Venue : Cagayan de Oro City

Title : 3 Days Training Course on Public Service Continuity Planning
Designation : Participant
Date : November 19 to 21, 2019
Conducted : Regional Disaster Risk Reduction and Management Council
Venue : Hotel Koresko, Cagayan de Oro, Philippines

Title : Airport Emergency Plan Full Scale Exercise
Designation : Participant
Date : January 11,2017
Conducted : Civil Aviation Authority of the Philippines
Venue : Moog Laguindingan Mis. Or.

Title : Airport Emergency Plan Earthquake Orientation
Designation : Participant
Date : April 25, 2017
Conducted : Civil Aviation Authority of the Philippines
Venue : Moog Laguindingan Mis. Or.

WORK EXPERIENCE:

Position : Administrative Assistant
Address : Moog Laguindingan, Mis. Or.
Company : Civil Aviation Authority of the Philippines
Inclusive Date : January 7, 2019 – Present

JOB DESCRIPTION:

- Perform other functions as directed by the Chief Admin Officer
- Perform General Administrative and Clerical Functions
- Prepares Purchase Request, Office Supply Request
- Assists the EMS – ARFF personnel clerical processes
- Prepares Budget Utilization Request and Status and Disbursement Voucher
- Receives Incoming Documents
- Prepare and keep records of approved Trip Tickets and Locators
- Send Outgoing Documents
- Prepares Yearly Budget Proposal for Admin Office

Position : Office Assistant (Air Terminal Unit)
Address : Moog Laguindingan, Mis. Or.
Comapany : Civil Aviation Authority of the Philippines
Inclusive Date : April 17, 2017 to January 5, 2019

JOB DESCRIPTION:

- Prepare and submitted monthly attendance report
- Prepare and submitted monthly extension of service and its attachments
- Prepare and submitted monthly check in counter report
- Performance other support services

- Obtained and recorded data on incoming and outgoing flights passengers and cargoes/Encoder

Position : Gender and Development Facilitator (Help Desk)
 Address : Moog Laguindingan Mis. Or.
 Company : Civil Aviation Authority of the Philippines
 Inclusive Date : October 9, 2016 to April 16, 2017

JOB DESCRIPTION:

- Facilitated and supervised the admission of kids at the play area (CAAP GAD Project)
- Assisted VIP's Personnel
- Responded to phone calls
- Received/ Handled airport-related complaints, inquiries

Position : Passenger Help Desk Assistance
 Address : Moog Laguindingan, Mis. Or.
 Company : Civil Aviation Authority of the Philippines
 Inclusive Date : April 19, 2016 to October 15, 2016

JOB DESCRIPTION:

- Assisted various passengers and PWD
- Attended to quarries and concerns of passengers
- Paged relevant messages
- Emergency medical assistance
- Recorded time usage for baggage weighing scale of airlines
- Responded to phone calls
- Attested of cause of flight cancellation/ delays
- Other form of assistance that may be provided to passengers

Position : Terminal Fee Collector
 Address : Moog Laguindingan, Mis. Or.
 Company : Civil Aviation Authority of the Philippines
 Inclusive Date : February 23, 2014 to April 18, 2016

JOB DESCRIPTION:

- Collect Terminal Fee to all Incoming Airlines Passengers at Pre-Departure area
- Inspect Terminal Fee Ticket to all Incoming Airlines Passengers

- Assist/ Guide if we were ask to
- Collect Parking Fee to all private and public utility vehicles upon entering parking area

Position : Office Assistant
 Address : Capistrano – Mabini Streets, Cagayan de Oro City, Philippines
 Company : JRJ Glass Center and Aluminum Supply
 Inclusive Date : July 25, 2013 to November 20, 2013

JOB DESCRIPTION:

- Answer phone calls
- Responsible for inputting sales to receipts
- Attend to inquires
- Deposit cheques to banks

Position : Barangay Assistant
 Address : Bulua Cagayan de Oro City
 Company : Special Program for Employment of Student
 Inclusive Date : May 15, 2016 to June 30, 2016

JOB DESCRIPTION:

- Communicating with residents and colleagues
- Create documents
- Keeping records
- Organize meetings
- Servicing committee meetings
- Helping formulate and implement council policies
- Researching and writing reports