

ANGELINE LABITAD

0926-531-3015

adajarangeline1126@gmail.com • linkedin.com/in/angeline-labitad-aa2bb2160/
Science City of Muñoz, Nueva Ecija, Philippines

Skilled worker with a winning attitude and desire to deliver an exceptional support to supervisors and management team towards achieving organization's objectives. Driven and motivated to help the organization thrive. Skilled in prioritizing and completing tasks independently.



WORK EXPERIENCE

Science Research Specialist | DA-PHilMech • Science City of Muñoz, Nueva Ecija, Philippines
January 2024-Present

- Develops concept/project proposal on the conduct of Enterprise Development and Sustainability Support sub-projects.
- Farmers Cooperatives and Associations models on farm machinery-based enterprise are provided with technical assistance.
- Provide technical assistance as Resource Person/Subject Matter Specialist to the conduct of learning sessions, entrepreneurial capability activities, and other enterprise development support.
- Prepares project reports and other administrative documents.

Science Research Analyst | DA-PHilMech • Science City of Muñoz, Nueva Ecija, Philippines
November 2019- January 2024

- Provide technical support/guidance and coaching/mentoring activities in the establishment of Farmers Cooperatives and Associations (FCAs) management system of farm machinery enterprise through operational planning training-workshops.
- Monitor and analyze status and performance of FCAs farm machinery enterprises.
- Assess and plan activities with clustered FCAs towards a sustainable and profitable operation of their farm machinery enterprises.
- Provide FCAs with needs-based entrepreneurial capability enhancement activities (orientation-workshop on the use of farm machinery utilization record book and learning session with FCA beneficiaries of mechanical rice transplanters).

Assistant Restaurant Manager | Jollibee • San Jose City, Nueva Ecija, Philippines
December 2016-August 2019

- Strategically developed marketing plans to increase sales and profits while managing costs.
- Leads by example to demonstrate that the customer is top priority and reinforces positive behaviors with employees.
- Correctly calculated inventory and ordered appropriate supplies.
- Responds to customer service complaints in a timely manner, resolving problems and turning negative situations into positive situations
- Led and directed team members on effective methods, operations, and procedures.
- Displays knowledge of and works in compliance with Jollibee Foods Corporation's operating, food safety, security, health and safety, and employment standards.
- Developed, implemented and managed business plans to promote profitable food and beverage sales.
- Ensures all store policies are followed during the shift.
- Reacts immediately to issues requiring attention during the shift.

Management Trainee | Jollibee • Science City of Muñoz, Nueva Ecija, Philippines
October 2016 - December 2016

- Maintain and promote social, ethical, and organizational norms in conducting internal and external business activities.
- Assimilate and apply in a timely manner new job-related information that vary in complexity.
- Proactively develop customer relationships, anticipate and provide solutions to customer needs.
- Make active attempts to influence events to achieve goals.

Intern | The Manor Hotel at Camp John Hay • JHSEZ, Loakan Road, Baguio City, Philippines
January 2016- March 2016

- Shadowing members of Accounting Department as they perform their duties.
- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.



EDUCATION

Master of Business Administration | Nueva Ecija University of Science and Technology
2021 - January 2023

Bachelor of Science in Business Administration Major in Marketing Management |
Central Luzon State University
May 2012 – July 2016



SKILLS

- Customer satisfaction
- Inventory management
- Employee relations
- Works under pressure
- Knowledge in MS Office
- Detail-oriented
- Driving skills
- Fast learner, organized, and disciplined
- Team player



TRAININGS/SEMINARS ATTENDED

The Future of Organization Greatness

By: Nueva Ecija University of Science and Technology – Graduate School

Sustainable Digital Marketing: Best Practices Towards Entrepreneurial Resilience

By: Nueva Ecija University of Science and Technology – Graduate School

Basic Training Course on Cooperatives, Bookkeeping, and Entrepreneurship for Beneficiaries of RCEF-Mechanization Program

By: Philippine Center for Postharvest Development and Mechanization (PHilMech)

Managing Change and Humanizaing Technology

By: Nueva Ecija University of Science and Technology – Graduate School

How the Digital World is Shaping Our Lives

By: Nueva Ecija University of Science and Technology – Graduate School

Basic Operations Training Program

By: Jollibee Foods Corporation