**LOTIS G. CLEMENTE**

**OBJECTIVE:**

To be a part of a reputable company that offers opportunities for personal development and career advancement as well as to obtain an employment that will enable me to use my skills acquired, educational background, and ability to work well with people.

**EDUCATION:**

***FL VARGAS COLLEGE***

 Tuguegarao City, Philippines

 Certificate Program for Teacher Education (CPTE)

 2015-2016

***CAGAYAN STATE UNIVERSITY***

 Carig, Tuguegarao City, Philippines

 Bachelor of Arts in English

 2010-2014

Award: ***WITH MERIT***

***BAGGAO NATIONAL AGRICULTURAL SCHOOL***

Sta. Margarita, Baggao, Cagayan, Philippines

 2006-2010

 ***STA. MARGARITA EAST ELEMENTARY SCHOOL***

 Sta. Margarita, Baggao, Cagayan, Philippines

 2000-2006

**WORK EXPERIENCE:**

***LOCAL GOVERNMENT UNIT***

Sta. Margarita, Baggao, Cagayan, Philippines

Position: Barangay Clerk (September 7, 2015- July 25, 2016)

**Duties and Responsibilities:**

* Perform data entry/ encoding.
* Greet clients warmly who enter the Barangay Hall.
* Assist the office in filing duties.
* Perform basic bookkeeping duties.
* Answer inquiries about the barangay.
* Prepare coffee, get water, or snacks for the staffs.
* Operate office machines like computers, scanners, printers, and photocopiers.
* Take and deliver messages.
* Maintain all reporting documentation and pay attention to detail.
* Restock supply closet with printing ink, pens, paper, paper clips, staplers, folders, files, and correction fluid.

***PHILIPPINE STATISTICS AUTHORITY***

Tuguegarao City, Philippines

Position: Enumerator (July 27, 2015- September 5, 2015)

**Duties and Responsibilities:**

* Conduct an extensive and thorough visual survey of areas that need to be covered during the census taking procedure.
* Physically travel to residents’ homes to interview them.
* Explain the objectives of surveys and interpret interview questions to assist people in understanding them and providing eloquent answers.
* Compile, record and code information derived from specified forms into a predefined database.
* Ensure that repeat visits are performed in case a family member is not present in the first instance.
* Make a map of the area including the roads, buildings, mountains, rivers, and fields.
* Compile reports of information derived from census activities and ensure that they vetted by the supervisor.

***ISABELA TECHNO FIELD, INC.***

Tuguegarao City, Philippines

 Position: Sales Staff (September 18, 2014- March 17, 2015)

 **Duties and Responsibilities:**

* Greet customers who enter the shop.
* Be involved in stock control and management.
* Assist customers to find the product they are looking for, and give advice and guidance on product selection to customers.
* Responsible for processing cash and card payments.
* Handle phone calls and answer queries from customers.
* Report discrepancies and problems to the manager.
* Balance cash registers with receipts.
* Deal with customer refunds as well as customer complaints.
* Keep the store tidy and clean which includes hovering and mopping.
* Work within established guidelines, particularly with brands.
* Attach price tags to the products displayed.
* Responsible for security within the store and being on the lookout for shoplifters and fraudulent credit cards etc.
* Keep up to date with special promotions and putting up displays.
* Keep and organize copies of documents of the customers.

***COLLEGE OF ARTS AND SCIENCES***

 Cagayan State University-Carig Campus, Tuguegarao City, Philippines

 Position: Department Chair Assistant Trainee (November 4, 2013- March 31, 2014)

**Duties and Responsibilities:**

* Greet professors and other employees of the school who enter the office.
* Enter students’ grades and teachers’ evaluation on the computer using the Microsoft Excel.
* Communicate with students, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
* Answer telephones, direct calls and take messages.
* Compile, copy, sort, and file records of office activities.
* Operate office machines such as photocopiers, scanners, and personal computers.
* Supervising classes whenever the teacher is not present.

***LOCAL GOVERNMENT UNIT***

 Baggao, Cagayan, Philippines

 Position: Enumerator (April 4, 2012- May 31, 2012)

 **Duties and Responsibilities:**

* Physically travel to residents’ homes to interview them.
* Explain the objectives of the survey.
* Compile, record and code information derived from specified forms into a predefined database.
* Ensure that repeat visits are performed in case a family member is not present in the first instance.
* Double check the gathered data and organize all the documents.
* Make a map of the area which includes the roads, buildings, mountains, rivers, etc. and highlight the residential areas that are prone of natural disasters.

**SEMINARS AND TRAININGS PARTICIPATED:**

***FACING THE CHALLENGES OF THE 21ST CENTURY EDUCATION: PREPARING THE WOULD-BE-TEACHERS***

 *(Participant)*

FL Vargas College

 March 19-20, 2016

***1ST REGIONAL POWER CONFERENCE ON COLLEGIATE STUDENTS AND LOCAL GOVERNMENT OFFICIALS***

*(Participant)*

Cagayan State University- Andrews Campus

February 27, 2014

***SEMINAR ON HISTORY WRITING***

*(Organizer)*

Cagayan State University Amphitheater- Carig Campus

 ***FUN RUN ACTIVITY***

 *(Participant)*

 Cagayan State University- Carig Campus

 August 8, 2013

 ***CAMPUS ENGLISH CHALLENGE (CEC) 2011***

 *(Participant)*

Cagayan State University Amphitheater- Carig Campus

 October 19, 2011

***OVERCOMING STAGE FRIGHT III***

*(Participant)*

Cagayan State University Amphitheater-Carig Campus

December 19, 2011

**PERSONAL INFORMATION:**

Date of Birth :October 18, 1993

 Nationality : Filipino

Age : 22

 Civil Status : Single

 Height : 147 cm

 Weight : 46 kg

 Language Spoken : Filipino, English

**PROFESSIONAL STRENGHTS:**

* Computer Literate
* Good Verbal and Written Communication Skills
* Flexible/ Adaptable
* Patient
* Willing to learn new ideas
* Strong Work Ethics
* Able to learn from criticisms
* **Job Seeker First Name / CV No: 1825446**
* [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)
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