**ROLANDO**

**ROLANDO.354876@2freemail.com**

**Objective : To be able to pursue a career and further enhance my skill and knowledge as a**

 **young professional.**

**PROFESSIONAL EXPERIENCES**

**Position: SCHOOL REGISTRAR**

**Company: STI COLLEGE PARANAQUE**

**Location: Paranaque City, Philippines**

**Duration of Stay: January 2011 – June 2016**

**JOB DESCRIPTION**

* **Prepares the necessary reports required by STI and government agencies such as TESDA, CHED and DEPED**
1. **List of On-going Classes**
2. **List of Students with Delinquent Payments**
3. **Enrollment List**
4. **Student Jackets**
5. **Inventory of Student Credentials**
* **Ensures the completeness of all student records & data in the school file**
* **Ensures that student services pertaining to the student records are delivered properly & efficiently**
* **Authentication of student’s records & validation of credentials of transferees**
* **Assess the amount of the fees to be paid by the students**
* **Suggest & reviews policies related to student services & record keeping**
* **Perpetual monitoring of the number of the on-going students**
* **Prepares the student’s examination permit**
* **Post students payments to Registration Form**
* **Maintains the List of Students with Delinquent Payments & Account Receivable System**

**Position: SCHOOL REGISTRAR**

**Company: CIIT COLLEGE OF ARTS & TECHNOLOGY**

**Location: Tomas Morato, Quezon City, Philippines**

**Duration of Stay: November 2005 – December 2010**

**JOB DESCRIPTION**

* **Enforces government & school regulation regarding entrance requirements, enrollment, load, transfer, promotions, subject sequence, graduation, suspension or dismissal of students & other disciplinary measures**
* **Consolidates & submits schedules of classes each semester by Head of Academics**
* **Determines admission, course requirements, transfer, graduation & other pertaining to student accounting**
* **Assist in the revision of various school curricula**
* **Maintains good public relations with general public**
* **Set qualification for personnel recruitment**
* **Apprises staff policies, rules and regulations issued from time to time by the school administration or by CHED**

**Position: REGISTRAR STAFF/ RECORDS CUSTODIAN**

**Company: KESTER GRANT COLLEGE PHILIPPINES**

**Location: Quezon Ave, Quezon City, Philippines**

**Duration of Stay: January 2000 – October 2005**

**JOB DESCRIPTION**

* **Assist the students in acquiring their documents (Diploma, NCLEX, Transcript of Records, Certificates, etc.)**
* **Assist the students in acquiring school form/s (Special Exam, Dropping, Withdrawal, Leave of Absences, Request forms, etc. )**
* **Collecting admission requirements (Official TOR, NSO Birth Certificates, pictures, etc.) from the Office of the Guidance Counselor for safekeeping**
* **Updates students records and make summary reports, ensuring that filing system of the document holdings are intact and maintained in good order and condition**
* **Serves as Liasion Officer to CHED/PRC/ CSC and other government institutions in submitting & receiving important documents**
* **Assist visitors/ incoming students for inquiries/school information**
* **Serves as a Academic Evaluator for the incoming transferees/ degree holder**
* **Serves a Documentation Officer for Special School Events/Activities**
* **Serves as the Assistant to the Registrar**
* **Works other functions/responsibilities that will be assigned to me by the Registrar**

**EDUCATIONAL ATTAINMENT**

**Tertiary: MAPUA INSTITUTE OF TECHNOLOGY**

**Location: Intramuros, Manila**

**Date Graduated: October 1999**

**Course: B.S. INDUSTRIAL ENGINEERING**

**Secondary: SAN BEDA COLLEGE**

**Location: Mendiola, Manila**

**Date Graduated: March 1994**

**NCEE Result: 94%**

**Primary: SAN BEDA COLLEGE**

**Location: Mendiola, Manila**

**Date Graduated: March 1990**