

# CHRISTIAN ALKUINO SANTOS

Address: Brgy. Sto.Rosario, Baybay City, Leyte,  
Philippines, 6521

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Mobile Number: +639677007806



## PERSONAL INFORMATION:

Age : 35 yrs.old.

Birthdate : February 2, 1987

Civil Status : Married

Height : 5'7ft

Weight : 75kls

## CAREER OBJECTIVE

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- To get a job that is suited to my ability and experience, which will lead to a productive and successful employee.

## EXPERIENCE

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**April 05, 2022 at Present**

**Visayas State University**

Job Order at the Supply Property Management Office

**Sept. 14, 2020 to Feb. 23, 2022**

**J&T Express Philippines**

N.L Fernandez St, Baybay City, Leyte

Sprinter/Delivery rider

**January 28, 2018 to March, 2020** **Manage own business**

*Food Stall*

*VSU Market, Baybay City, Leyte, Philippines*

**June 15, 2017 to Dec. 18, 2017**

**Administrative Document Processor**

- Data Encoder (Proficient in Microsoft Word, Excel and PowerPoint applications);
- Receive & Release Office Documents;
- Handling external and internal communication and management Systems;
- Organizing, arranging and sorting of office documents;
- Conduct transactions to Government Offices;

- Perform other Clerical tasks; and □  
Perform Messengerial tasks.

*Belcris Foods, Inc.*

*Plaridel St. Alang-Alang Mandaue City, Philippines*

**Jan. 27, 2017 to May 20, 2017**

**Server Crew**

*The Social bar and restaurant*

*Ayala center, Cebu City, Philippines*

**Feb. 2015 to Dec. 2016**

**Assistant Bar Captain**

*Mirth Restobar*

*Baybay City, Leyte Philippines*

**July 2011 to Dec. 2011**

**Service Crew**

*Market-Market SM Foodcourt*

*Taguig City, Manila Philippines*

**Jan. 2012 to Oct. 2012**

**Fry man and service crew JC Foodspot**

*Baybay Branch*

*Baybay City, Leyte Philippine*

## **EDUCATION**

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**Year 2006**

**Associate of Computer Technology**

Franciscan College of the Immaculate Conception

Baybay City, Leyte, Philippines

**Year 2005**

**High School**

Franciscan College of the Immaculate Conception

Baybay City, Leyte, Philippines

**Year 2000**

**Elementary**

Baybay South Central School

Baybay City, Leyte, Philippines

## **TRAINING**

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**Year 2016**

**NC II in Bartending**

Franciscan College of the Immaculate Conception  
Baybay City, Leyte, Philippines

**Year 2008**

**NC II in Commercial Cooking-Culinary Arts**

Franciscan College of the Immaculate Conception  
Baybay City, Leyte, Philippine

**PERSONAL TRAITS**

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Responsible  
Open Minded

Motivated  
Hardworking

Honest  
Efficient

**SKILLS**

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- Document Processing
- Proficient in Microsoft Word, Excel and PowerPoint applications
- Excellent Organizational Skills
- Excellent Communication Skills
- Bartending / Cooking Skills
- Driving skills
- Time Oriented
- Creativity

**CHARACTER REFERENCE**

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**TERESITA GAJES**

Bartending Instructor

FCIC-TESDA

Contact Number: 09355344400

**NAJI JUNTILLA**

HR Manager

Belcris Foods, Inc.

Contact Number: 09772135920

**LOUELLA CHAN AMPAC**

Director of Finance

Visayas State University

Contact Number: 09175423297

**LESLIE M. ARBIOL**

CHED, Supervisor

Baybay South District School

Contact Number: 09177058444