

# CHRISTIAN ALKUINO SANTOS

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

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Mobile Number: +639677007806



## PERSONAL INFORMATION:

Age : 34 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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**September 14, 2020 at Present**

**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; and
- Perform other Clerical tasks.

*Belcris Foods, Inc.*

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

|                                      |                                                                                                             |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Jan. 27, 2017 to May 20, 2017</b> | <b>Server Crew</b><br><i>The Social bar and restaurant</i><br><i>Ayala center, Cebu City, Philippines</i>   |
| <b>Feb. 2015 to Dec. 2016</b>        | <b>Assistant Bar Captain</b><br><i>Mirth Restobar</i><br><i>Baybay City, Leyte Philippines</i>              |
| <b>July 2011 to Dec. 2011</b>        | <b>Service Crew</b><br><i>Market-Market SM Foodcourt</i><br><i>Taguig City, Manila Philippines</i>          |
| <b>Jan. 2012 to Oct. 2012</b>        | <b>Fry man and service crew JC Foodspot</b><br><i>Baybay Branch</i><br><i>Baybay City, Leyte Philippine</i> |

## EDUCATION

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|                  |                                                                                                                               |
|------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Year 2006</b> | <b>Associate of Computer Technology</b><br>Franciscan College of the Immaculate Conception<br>Baybay City, Leyte, Philippines |
| <b>Year 2005</b> | <b>High School</b><br>Franciscan College of the Immaculate Conception<br>Baybay City, Leyte, Philippines                      |
| <b>Year 2000</b> | <b>Elementary</b><br>Baybay South Central School<br>Baybay City, Leyte, Philippines                                           |

## TRAINING

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|------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Year 2019</b> | <b>Cyber Security Training</b><br>Visayas State University<br>VSU Baybay City, Leyte, Philippines                                     |
| <b>Year 2016</b> | <b>NC II in Bartending</b><br>Franciscan College of the Immaculate Conception<br>Baybay City, Leyte, Philippines                      |
| <b>Year 2008</b> | <b>NC II in Commercial Cooking-Culinary Arts</b><br>Franciscan College of the Immaculate Conception<br>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