

## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: March 2018 – July 2022
- Position: Volunteer Staff
- Name of Office/Unit: Cornerstone Foundation and Agape Rural Program
- Immediate Supervisor: Engr. Hector R. Lim Jr.
- Name of Agency/Organization and Location: Cornerstone Foundation and Agape Rural Program / Los Baños Laguna
- List of Accomplishments and Contributions (if any)
  - Was able to make and present plan for prayer ministry as coordinator
  - Was able to lead students in Malayan Colleges Laguna for campus ministry
  - Was able to train and conduct leadership training such as Empowered to Serve, Encounter God Retreat, and others in Laguna.
  - Was able to lead in organizing face-to-face and online training and/or seminars in Laguna
  - Was able to assist in four (4) medical missions in Palawan, Philippines
  - Was able to attend in community-based health program training in Palawan.
- Summary of Actual Duties
  - Lead students at Malayan Colleges Laguna for campus ministry
  - Train and conduct leadership trainings to students
  - Monitoring on health centers and workers in Lucbuan, Palawan, Philippines
  - Assist in medical missions in Lucbuan, Amas, Mainit, and Quezon, Palawan Philippines
  - Organize community leaders to handle community projects in the community
  - Train community leaders and promote holistic development in the community

- Duration: January 2022 – April 2022
- Position: Science Research Assistant
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Engr. Ma. Bernadeth B. Lim, PhD
- Name of Agency/Organization and Location: University of the Philippines Los Baños/ Los Baños Laguna
- List of Accomplishments and Contributions (if any)
  - Assisted in drafting the research questionnaire.
  - Assisted in printing the questionnaires for the pre-survey.
  - Assisted in the creation of research questionnaire using google forms.
  - Conducted interview and/or survey to Batasan Hills, Quezon City.

- Drafted one (1) review paper related to COVID-19.
- Accomplished and processed travel requests and other travel related documents for the fieldwork/research survey
- Assisted on training for data enumerators (BHWs) and conducted data collection in Barangay Batasan, Quezon City
- Assisted in the coordination and communication to data enumerators in Barangay Batasan, Quezon City
- Processed the salary of the project staff every month
- Processed purchase request and purchase orders for the office supplies and other equipment for the project
- Contacted and follow-up the suppliers for the office supplies of the project
- Prepared and disseminate minutes of meeting every weekly and monthly project meeting.
- Summary of Actual Duties
  - Conducts and manages data collection and related needs
  - Leads and conducts data analysis and modelling in at least 1 study under the project
  - Conducts writing research paper
  - Performs other tasks assigned by the Project Development Officer II such as:
    - provide assistance for processing of contract of services (COS) of the project staff
    - prepare necessary documents for travel requests and other travel related tasks
    - help in the procurement process (e.g., purchase request and purchase orders)
    - responsible in preparing of salary requirements and processing of salary of the project staff (e.g., Disbursement Voucher)
    - prepare minutes of meeting every weekly and monthly project meeting
    - compile and organize project documents in Google Drive and MS Teams platform

- Duration: January 2020 – March 2022
- Position: Administrative Staff
- Name of Office/Unit: Administrative Office
- Immediate Supervisor: Engr. Hector R. Lim Jr.
- Name of Agency/Organization and Location: HMBL Business Consultancy Services/ Los Baños Laguna
- List of Accomplishments and Contributions (if any)
  - Was able to successfully process business registration and renewal of HMBL
  - Was able to organize and coordinate weekly meetings to HMBL staffs
  - Was able to weekly prepare and disseminate minutes of meetings
  - Was able to write and publish a research paper in Palawan Scientist journal
  - Prepared an administrative plan of the company
  - Was able to provide technical assistance to consultancy projects such as FS, proposal, and other research projects
  - Was able to maintain the filing system of all administrative and project documents in google drive and dropbox

- Submitted and published research journal in Palawan Scientist publication.
- Summary of Actual Duties
  - Responsible for preparation of documents and process of business registration
  - Prepare annual administrative plan of HMBL Business Consultancy Services
  - Manage schedule and coordinate weekly meetings to staff
  - Preparation and dissemination of minutes of meeting weekly
  - Maintain filing system and database of administrative- and project-related documents in google drive and dropbox
  - Responsible for messengerial and janitorial activities
  - Performed other project-related tasks assigned by the employer such as assistance in technical and research projects.

- Duration: May 2021 – December 2021
- Position: Research Assistant
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Engr. Ma. Bernadeth B. Lim, PhD
- Name of Agency/Organization and Location: University of the Philippines Los Baños/ Los Baños Laguna
- List of Accomplishments and Contributions (if any)
  - Assisted in preparation of materials for data collection such as printing of survey questionnaires and filing.
  - Assisted in the survey to six (6) barangays in Talisay, Batangas and five (5) barangays in Balete, Batangas.
  - Was able to complete data encoding, cleaning, and coding for data analysis and interpretation.
  - Drafted one (1) full research paper.
  - Published a research paper in an international journal
- Summary of Actual Duties
  - Assistance on preparations for survey and actual data collection, data validation, and analysis using statistical tools and methods, conducting literature reviews, and research paper writing.

- Duration: May 30, 2019 – January 20, 2020
- Position: Senior High School Teacher
- Name of Office/Unit: Humanities and Social Science Department
- Immediate Supervisor: Mr. Leo Vicentino
- Name of Agency/Organization and Location: De La Salle University- Integrated School/ LTI Spine Rd., Laguna Blvd., Binan, Laguna
- List of Accomplishments and Contributions (if any)

- Was able to conduct and facilitate classes regularly.
- Was able to advise and guide at most 7 research groups for their practical research subject.
- Was able to assist and organize research presentation of the students.
- Was able to participate regularly in any department and school meetings as well as school activities/events.
- Supervise students during their community work in Laguna.
- Summary of Actual Duties
  - Responsible for planning, preparing lessons and learning and/or instructional materials.
  - Keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities
  - Provide advice and work with group of student researchers.
  - Responsible for management and coordination of research presentation activities.
  - Prepare required reports on students and activities
  - Participate in department and school meetings.
  - Maintain discipline in accordance with the rules and disciplinary systems of the school
  - Perform other duties assigned by the department head.

- Duration: March 2018 – June 2018
- Position: Customer Service Representative
- Name of Office/Unit: Billing, Enrollment, Claims and Benefits
- Immediate Supervisor: Mr. Paolo Escio
- Name of Agency/Organization and Location: Alorica Teleservices Incorporated/ Northgate-Alabang
- List of Accomplishments and Contributions (if any)
  - Was able to resolve issues and concerns of the caller related to their enrollment of their insurance policy and processed bill payments monthly as well as their claims and benefits of their health insurance policy.
  - Was able to document all important details of the call into the system for future reference.
  - Was able to report to work on time.
- Summary of Actual Duties
  - Resolve customers questions, complaints and requests with regards to billing and enrollment, claims processing and benefit inquiries using available computer systems/software and/or on-line application access information needed to assist customers of health insurance products.
  - Answer incoming outbound calls and respond customer emails. Document all call information according to standard operating procedure. Follow up customer calls when necessary. Complete call logs and reports. Also perform other duties assigned by the team leader.

- Duration: September 2017 – March 2018
- Position: Customer Service Representative
- Name of Office/Unit: Billing and Enrollment
- Immediate Supervisor: Ms. Karla Pamela E. Tormo
- Name of Agency/Organization and Location: Alorica Teleservices Incorporated/ Northgate-Alabang
  
- List of Accomplishments and Contributions (if any)
  - Was able to resolve issues and concerns of the caller related to their enrollment of their insurance policy and processed bill payments monthly.
  - Was able to document all important details of the call into the system for future reference.
  - Had received two (2) commendations from customers for a satisfactorily resolved their queries.
  - Was able to report to work on time.
  
- Summary of Actual Duties
  - Ensure high quality customer service, satisfaction, and resolution queries, specifically in billing and enrollment inquiries.
  - Answer outbound calls and responds customer emails. Document pertinent facts surrounding the customer call to maintain accurate account history.
  - Effectively gathers and analyzes information and confirms understanding to successfully diagnose the customer's concern.



BEA LYN E. CAMPOSANO  
(Signature over Printed Name  
of Employee/Applicant)

Date: October 12, 2022