



NICOLS REY A. PUNA

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OBJECTIVE

I am looking for a suitable job where I could practice my knowledge, develop my personality, harness my skills and pursue my career. Will be trained with a healthy environment that foster my professional growth and leadership excellence, share God given talent and skills and serve with my best performance.

EXPERIENCE

SECURITY WATCHMAN January 2022 - Present

Visayas State University

- Patrol assigned areas on foot or by vehicle to check doors, windows, and gates.
- Write detailed reports on incidents and shifts.
- Help during emergencies, including evacuations and initial response.
- Log daily activities and report damage, theft, or unusual events.
- Inspect security systems and report issues.

LABORER 2019 - 2020

Visayas State University

- Performed manual work in planting, growing, harvesting, and handling rootcrops like cassava, sweet potato, yam, and taro, including land preparation, weeding, fertilizing, and packing.

EDUCATION

Undergraduate

Bachelor of Science in Agriculture Major in Agronomy August 2020
Visayas State University (Main Campus) - VISCA, Baybay City, Leyte

Secondary

Bunga National High School June 2010 - April 2014
Brgy. Bunga, Baybay City, Leyte

Elementary

Pangasugan Elementary School June 2004 - March 2010
Brgy. Bunga, Baybay City, Leyte

TRAININGS ATTENDED

ISO 9001:2015 AWARENESS AND RE-AWARENESS SEMINAR - September 9, 2024
Quality Assurance Center, Visayas State University

Basic Life Support with CPR 2020 Guidelines with AED, Foreign Body Airway Obstruction and Bag Valve Mask Applications, Occupational First Aide Training - February 26 - 28, 2024
Philippine Coast Guard, Medical Special Support Squadron and Visayas State University

Snake Bite and Marine Aquatic Envenomation Seminar Workshop - February 28, 2024
Philippine Coast Guard, Medical Special Support Squadron and Visayas State University

Reclaiming Personal Effectiveness; A journey to Self-Empowerment - May 28-30, 2024
Visayas State University, Human Resource Management Office

SKILLS

- Driving skills
- Strong communication skills
- Basic Microsoft Office
- Writing

REFERENCE

GERALD M. RIVERA

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