



# KRISTIEN P. ESPINA

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## OBJECTIVE

To effectively contribute to a dynamic team while continually expanding my professional growth and having a positive impact on the organization by leveraging my skills in managing tasks, streamlining processes, and promoting a positive work environment.

## WORK EXPERIENCE

<b>Administrative Staff, City Health Department-Ormoc</b>	<b>Sept 2023 - Feb 2024</b>
<ul style="list-style-type: none"><li>Managed day-to-day administrative tasks including answering calls, responding to emails, and handling correspondence appropriately.</li><li>Administered patients' queries, encoding medical certificates, medico legal, post mortem, and others.</li><li>Managed organized filing systems, overseeing both physical and digital formats to ensure prompt and effective document retrieval increasing office efficiency.</li><li>Drafted and disseminated memos, reports, and other documents before and as needed.</li></ul>	

## EDUCATION

<b>Visayas State University - Main Campus</b> <b>Magna Cum Laude (College Valedictorian with GPA 1.302)</b> Bachelor of Secondary Education - Major in Science Consistent President's Honor	<b>Aug 2019 - Aug 2023</b> <b>Baybay, Leyte</b>
<b>Rustico Capahi Sr. Memorial National High School</b> Senior High School General Academics With High Honors Class Valedictorian	<b>Jun 2017 - Apr 2019</b> <b>Ormoc, Leyte</b>
<b>Rustico Capahi Sr. Memorial National High School</b> Graduated Junior High School With Honors Class Top 1	<b>Jun 2013 - Apr 2017</b> <b>Ormoc, Leyte</b>

## QUALIFICATIONS

<b>Licensure Examination for Professional Teachers - Passer</b> RA 7836	<b>Mar 2024</b>
<b>Civil Service 2nd Level Eligibility</b> PD No. 907, Honor Graduate Eligibility (Professional)	<b>Dec 2023</b>

## SKILLS

- Communication** - Clear verbal and written communication.
- Time management** - Efficient task prioritization and deadline adherence.
- Problem solving** - Analytical thinking for effective solutions.
- Teamwork** - Ensure collaboration for greater results.
- Innovation** - Proactive and creative approach to tasks.

## ADDITIONAL INFORMATION

- Technical Skills:** Efficient in Microsoft Office (Word, Excel, PowerPoint, Publisher)
- Languages:** Cebuano, Filipino, English

## REFERENCE/S

<b>Emily J. Calinawan</b> Master Teacher I Baybay National High School Email : emily.calinawan@deped.gov.ph	<b>Rowena R. Romo</b> Elementary Teacher Sabang Bao Elementary School Email : rowena.romo001@deped.gov.ph	<b>Rafunzel P. Turtogo</b> Rural Health Midwife City Health Office, Ormoc City, Leyte Contact: 09064439839
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