

DENNIS LAUZON ALVAREZ

Looking forward for new job opportunities that I can expand my learning and be in a new environment and culture.

Work Experience:

2019 to Present Admin Clerk

**Governor Benjamin T Romualdez General Hospital
and Schistosomiasis Center**

- Encodes the data needed in the Phil health form of patient's as directed by the supervisor
- Assist in recording, sorting & filing all incoming and outgoing Phil health documents
- Performs repetitive and routine clerical tasks.

2017 to 2018 Data Analyst

**Development Bank of the Philippines, Tacloban
Branch, Tacloban City**

- Accurately and efficiently encode all customer data that needs organizing and recording based on the naming conventions provided by the Principal's Central MIS Department.
- Confirm that entered data accurately aligns with original documentation.
- Adhere to and meet set schedules and deadlines
- Input, track, and maintain all encoded data and records
- Perform such other related tasks and services

Education:

2023 to Present: Master in Management

Leyte Normal University

2020-2021 Diploma in Teaching Secondary

Eastern Visayas State University, Tanauan Campus

2014-2017 Bachelor of Science in Marketing

Eastern Visayas State University, Tanauan Campus

Eligibility:

- Licensed Professional Teacher (RA 1080)

Personal Information:

Phone:

+639974080636

Email:

dennisalvarez218@gmail.com

Address:

Imperio Street Brgy. Canramos,
Tanauan Leyte

Skills:

- Data Analysis
- Time Management
- Customer Service
- Good Communication
- Microsoft Word and Excel Office

Character References:

1. **Michelle C. Dongsal**
DBP TAC. BRANCH
(MARKETING SPECIALIST)
 - 09173002549
2. **Ferdinand B. Songalia**
 - PRINCIPAL DULAG
NHS
 - 09178950788
3. **Jocelyn C. Acedillo**
 - GBTRGHSC ADMIN
ASSISTANT II
 - 09275508104