

Rodulfo G. Belisado Jr.

Barangay Kan-ipa, Baybay City Leyte, Baybay, 6521 (PH)

09203429869

rodulfofelisadojr@gmail.com

PROFESSIONAL SUMMARY

Professional, hardworking and experienced employee, seeking to utilize my knowledge, skills and strengths to contribute organizational efficiency. Strong analytical skills, creative in resolving problems and addressing issues; self-motivated, dedicated, decisive; always seeks tasks to completion.

EMPLOYMENT HISTORY

Oct. 2018 – Present

Baybay City, Leyte

Traffic Enforcer, LGU Baybay

- Maintain the smooth flow of road traffic
- Control vehicle congestion at the road intersections
- Check any list of violators and report it to the traffic management office for disciplinary action
- Assist traffic operation conducted by traffic management office
- Helping pedestrians, especially the aged and children to cross the street
- Catch traffic violators and issue appropriate tickets or penalties
- Respond and attend to traffic emergencies
- Maintaining an approachable personality so people in need would not hesitate to ask for help
- Assigned at Gaas checkpoint and list all pass by vehicles that will pass through Baybay City going to their destination to other municipalities.
- Check all the necessary documents as a requirement that a person is authorized to enter the city and do transactions.
- Escort all arriving locally stranded individuals to the office of the Baybay Emergency Response Unit.

Apr. 2016 – Apr. 2018
Baybay City, Leyte

Working Student, Botica Cayunda

- Receives and unpacks merchandise
- Marks items with prices and stocks shelves.
- Assists customers with transferring large packages to their vehicles.
- Counts and stores items to help maintain an adequate inventory.
- Ensures that the store products is stored in an orderly manner.
- Inspects newly arrived products for damages or defects.
- Answers customer questions regarding items that are in or out of stock.

Nov. 2017 – Feb. 2018
Baybay City, Leyte

Job trainee, Baybay City Water District

- Performing office duties.
- Assisting clients and supervisors.
- Segregating official receipts according to their numbers.
- Store and file official receipts.
- Cleaning the office.

EDUCATION

2014 - 2018

Bachelor of Science: Business Administration Major in Human Resource Management and Development

- Franciscan College of the Immaculate Conception - Baybay City, Leyte

2009 - 2013

High School Diploma

- Baybay National High School - Baybay City, Leyte

2003 - 2009

Elementary

- Baybay I Central School - Baybay City, Leyte
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SKILLS

Analytical Skills	<i>Skillful</i>
Customer Service	<i>Experienced</i>
Computer Skills	<i>Skillful</i>
Mathematical Skills	<i>Skillful</i>
Good Communication Skills	<i>Skillful</i>

CHARACTER REFERENCE

- *Mrs. Jo Ann A. Dacera*
Supervisor, BCPPO Baybay
09173078805
- *Mr. Mel Morillo*
BCPPO Baybay City
09207547085

I hereby certify that the above information is true and correct to the best of my knowledge and belief.



RODULFO G. BELISADO JR.
Applicant