

VICENTE C. MARTIREZ

Brgy. Guadalupe, Baybay City, Leyte, Philippines, 6521
(0931-970-1172)

EDUCATION

- Western Leyte College
Ormoc City, Leyte
1987-1989
Two year Junior Secretarial Course

WORK EXPERIENCE

- VisCA Hostel
Utility Worker (Casual Position)
1990-2004
 - Greet all guests and assist them with check-in and check-out.
 - Maintain a positive attitude and friendly demeanor.
 - Respond to all guest questions and requests.
 - Answer and forward phone calls.
 - Manage guest bookings and reservations.
 - Keep a tidy and orderly workspace.
- Brgy. Guadalupe, Baybay City, Leyte
Barangay Tanod
2010-2016
 - Maintaining barangay in every zone public order and safety.
 - Enforcing the law and ordinances
 - Preventing, detecting, coordinating police for investigation of criminal activities.
- Brgy. Guadalupe, Baybay City, Leyte
Brgy. Chief Tanod
2017-2018
 - 100% retrieval and detection of stolen items and thievery
 - Apprehend suspects and turnover to police station
 - Empowered tanod organization by providing uniforms and coffee rations.
 - Conducting the planning and assignment of programs and barangay activities.
 - Preparing and maintaining records and reports.
 - Managing subordinates and investigations.
 - Exercising judgment on the day to day operations.
 - Developing policies and regulations.
 - Designing crime prevention programs.

VOLUNTEER EXPERIENCE

- Arm Forces of the Philippines
SBCMT Army reservist
2017- Present

- 938 Leyte Chapter
Kabalikat Civicom volunteer
2019 – Present
- Baybay City Chapter
Karancho Leyte Norte Volunteer
2020 – Present

CERTIFICATES

- MAGPANGGUAPA Brgy. Electricians in Electrical Installations
- BDRRM Planning Workshop
- SBCMT Army reservist Training
- Community Based training for Oplan Sagip
- Security Training Course
- Fire Suppresion Drill

SPECIAL SKILLS

- Problem Solving
- Complaint handling Skills
- Safety and Security
- Loss prevention Procedure
- Emergency Response