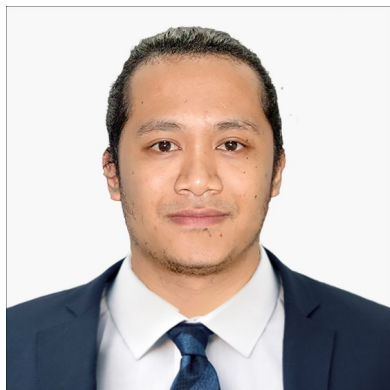




KENNETH ADAM

GEPITULAN TITO

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EMAIL

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DASUNA, DAS,
Toledo City, Cebu

PROFILE

Highly motivated and detail-oriented professional with experience as an HR Trainee and Government Admin Aide. Excellent communication and interpersonal skills, with a proven track record of building positive relationships with colleagues and stakeholders.

EDUCATION

Bachelor of Science in Hotel and Restaurant Management
College of Commerce, Management, Business and Accountancy
Cebu Institute of Technology—University
N. Bacalso Avenue, Cebu City
2011—2015

Bachelor of Science in Architecture
College of Architecture and Engineering
Cebu Institute of Technology—University
N. Bacalso Avenue, Cebu City
2011—2008

High School Graduate
Don Andres Soriano National High School
DAS, Toledo City, Cebu
2008—2011

EXPERIENCE

- 2023—01 - Present** **Admin Aide III [Bids and Award Committee (BAC), BAC Technical]**
DAS SK Chairman | SK Federation
Don Andres Soriano Toledo City, Cebu
- 2021—06 - 2021—12** **Office Job (Optical Logistics)**
Plastilens International Inc.
Apple One—Equicom Tower, Cebu City
- 2017—09 - 2018—06** **Project Associate [Program Control Service]**
Accenture/BRAVISSIMO
eBloc Tower 2, Cebu IT Park
- 2015—06 - 2015—12** **Human Resource- Trainee**
Quest Hotel and Conference Centre
Archbishop Reyes Avenue Cebu City
- 2013—04 - 2013—05** **Sales and Marketing Junior Intern**
Quest Hotel and Conference Centre
Archbishop Reyes Avenue Cebu City

ELIGIBILITY

REGISTERED PROFESSIONAL CIVIL SERVICE
Career Service Professional
Civil Service Commision

KENNETH ADAM

GEPITULAN TITO

SKILLS

PROFESSIONAL

- Time Management
- Planning
- Attention To Details
- Public Relations
- Teamwork
- Office Management

TECHNICAL

- Communication
- Leadership
- Microsoft Office [Word]
- Microsoft Office [Excel]
- Microsoft Office [Publisher]
- Computer Literacy
- Adobe

EXPOSURE

Graphic Design

Freelance

DAS, Toledo City, Cebu

Dessert Buffet Supplier and Event Stylist

Freelance

DAS, Toledo City, Cebu

Charity and Community

Volunteer

DAS, Toledo City, Cebu

CERTIFICATION

March 09, 2022

Kaalam: Creative Forms and Narrative of the Contemporary

ARTIST TALK: GRAPHIC DESIGN 101

Visayas State University

Pangasugan, Baybay City, Leyte

March 09, 2022

Kaalam: Creative Forms and Narrative of the Contemporary

ARTIST TALK: COSTUME DESIGN: SOURCE AND INFLUENCES

Visayas State University

Pangasugan, Baybay City, Leyte

REFERENCE

Hon. Francis Marvin Prahinog

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President**

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