

# ALLEN BRIAN CONDE

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## OBJECTIVE

I'm looking for full-time work in the role of Administrative and related with Sports.

## PERSONAL STATEMENT

I love a job that challenges me both mentally and physically, which gives a good balance for the body. With my vibrant personality, agility, strong technical background, and your training, I can execute the job and be an asset to the unit.

## WORK HISTORY

### Visayas State University

Baybay City, Leyte

Apr 2023 - Oct 2023

### MaryCare LTD Agency

Dunedin, New Zealand

May 2022 - Feb 2023

### University of Otago

Dunedin, New Zealand

Feb 2020 - Mar 2023

#### ● AACCUP Data Gatherer

#### ● Health Care Assistant

#### ● Front of House Supervisor (Servery)

I am a permanent employee assigned at both Cumberland and Te Rangi Hiroa College. My responsibility covers service of meals in dining room and maintenance of clean environment.

### Visayas State University Integrated High School

Baybay City, Philippines

Nov 2017 - Dec 2019

#### ● Administrative Aide

The job entails clerical and IT functions.

- managing students records and unit's database
- front of house officer
- purchasing unit's office supplies
- updating financial records to national office

### Visayas State University

Baybay City, Philippines

Jul 2014 - Jul 2017

#### ● Research Associate

I was employed for a government funded project called PhilLiDAR- VSU.

- create maps for flood prone areas in the region
- conduct field visits and bathymetric surveys

### Jonie's Sizzlers & Roast

Cebu City, Philippines

Mar 2008 - May 2010

#### ● Service Crew

I started as a dishwasher and progressed to waiter then cook.

- fast serving of food to customers
- bussing out tables
- cleaning dining area before and after service
- cooking short-order dishes

### Dragon Fireworks

Cebu City, Philippines

Apr 2006 - Feb 2008

#### ● Sales Staff

- inventory of stocks
- produce weekly sales report
- sell merchandise at store

## QUALIFICATIONS

### Cebu Technological University

Cebu City, Philippines

2010 - 2014

#### ● Bachelor of Science in Information and Communications Technology

Included a 1800 hours internship at an IT based company

## University of Cebu

Cebu City, Philippines  
2005 - 2006

## Father Saturnino Urios University

Butuan City, Philippines  
2005

● Bachelor of Science in Computer Science

● 4th year or Grade 10

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## TECHNICAL SKILLS

- Highly computer literate (Windows programs)
- Computer programming with National Certificate IV
- Housekeeping with National Certificate II
- Basic Adobe Photoshop skills

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## PERSONAL SKILLS

### Communication

As the only administrative staff at Senior High School office, I was always in contact with clients i.e. students, parents, and teachers, whether face-to-face, phone, or by email.

### Team player

As a service crew in the restaurant, I did my part to provide fast and great customer service. I listened to my supervisor's directives and developed my own way of remembering order numbers for faster delivery.

### Team management

In 2019, I was the Head Coach of the Senior High School and VSU varsity team for basketball. This enhanced my skill in handling different personalities.

### Can-do Attitude

When I was the only staff left at the Senior High School Office on 2018, I initially felt scared because of the amount of work in this newly formed office. However, I continued and eventually managed the work and established systems for paper work.

### Learner

During my time in the food service sector, I was not contented with just being a dishwasher. I wanted to learn new skills, so I trained to become a waiter and then as cook. Now, I have branched to other service work which widened my knowledge.

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## COMMUNITY & VOLUNTEER EXPERIENCE

### Couples for Christ

Dunedin, New Zealand  
May 2021 - Jan 2022

● Member

I'm a new member and active in organizing CFC fellowship activities especially in sports.

### Visayas State University Fire Brigade

Baybay City, Philippines  
Mar 2019 - Present

● Fire Volunteer

A volunteer position that can be used to help out at any situations dealing with fire.

### Knights of Colombus

Baybay City, Philippines  
Oct 2015 - Present

● 4th Degree Member

It's a Catholic brotherhood organisation that run various charitable events. I was able to join several feeding programs and tree planting activities. I was one of the youngest 4th degree member and was a Trustee of the council on 2018.

## ACHIEVEMENTS

### Service Sector Skill

2020

NSN: 163404665

Issued: November 28, 2020

Level 3, Credit 5, Result A

27927 - Apply health, safety and security practices to service delivery operations

27928 - Interact with other staff, managers and customers to provide service delivery outcomes

27929 - Apply standard operating procedures and the code of conduct to a work role in a service delivery organization

### Hospitality

2020

NSN: 163404665

Issued: November 28, 2020

Level 3, Credit 5, Result A

27955 - Apply food safety practices in a food-related establishment

### Essential First Aid Course

2020

I meet the qualifying standards in accordance with New Zealand Red Cross standards and achieved the CPRL2 requirements of the NZ Resuscitation Council.

### Housekeeping NC II

2019

The qualification consists of competencies that a person must achieve to prepare guest rooms, provide housekeeping services, provide valet services, and laundry linen and guest clothes to a range of accommodation services.

### Programming NC IV

2009

The qualification consists of competencies that are required for developing or writing program codes using a personal computer as part of a development team.

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## INTERESTS

- Sports (Basketball)
- Exercising (biking, running and weights)

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## REFEREES

### Dr. Aleli Villocino

Vice President of Student Affairs and Services - Visayas State University

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### Dr. Shalom Grace C. Sugano

Principal - Senior High School Principal, VSU Integrated High School

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### Dr. Charis B. Limbo-Rivera

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