

MARK LAURENCE F. CUESTA

ADMINISTRATIVE AIDE IV (CLERK II)

Brgy. 106 Sto. Nino, Tacloban City 6500

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CAREER OBJECTIVE

To obtain a position where I can apply my academic background in economics, along with my administrative and customer service experience, to contribute to the goals of a dynamic organization.

EDUCATION

Bachelor of Science in
Economics

Eastern Visayas State University -
Main | 2025

SKILLS

- Records and Document Management
- Customer Service Excellence
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Attention to Detail
- Clear and Effective Communication
- Adaptability to Change
- Integrity and Ethical Work Conduct

REFERENCE

Ms. Mary Ann C. Climaco
Philippine Airforce Personnel
Villamor Airbase, Pasay City
0966-774-8577

EXPERIENCE

Service Crew

McDonald's Palo | August 2024 – June 2025

- Provided fast and friendly service to customers
- Handled cash register and took food orders
- Maintained cleanliness and order in workstations

Internship

Department of the Interior and Local Government
Region VIII | February 2025 – May 2025

- Provided fast and friendly service to customers
- Handled cash register and took food orders
- Maintained cleanliness and order in workstations

Office Aide

Public Employment Service Office (PESO) | July 2024 – August 2024

- Assigned to Tacloban City Agriculturist's Office through the Special Program for Employment of Students (SPES) by PESO and Department of Labor and Employment (DOLE)
 - Assisted in clerical and administrative tasks, including document filing, record management, and data entry.
 - Participated in fieldworks activities, including farmers' seminars or discussions
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