

Glody D. Cayunda

Purok Waling-Waling
Brgy. Marcos Baybay City Leyte
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Position Applied For: **ADMINISTRATIVE AIDE III**

Employment Record:

Position : Promotion Staff / Cashier
Date : March 2007- June 2008
Company : Hariana Marketing
Address : Brgy. 83-A Burayan San Jose Tacloban City

Duties and Responsibilities:

- Can endorsed product thru written / verbally.
- Make some sales / inventory report for the product we endorsed.
- Properly Computed the product cost as well the weekly sales.
- Maintain the rules and regulation in the company.
- Can perform task that may assign from time to time.

Position : Researcher / showbiz reporter
Date : June 2008- January 2011
Company : Radyo Diwa Broadcast Center
Address : Brgy. 83-A Burayan San Jose Tacloban City--

Duties and Responsibilities:

- Assist some paper works/report during, before (start /end) each program.
- Can perform / handle entertainment programs like showbiz personalities.
- Can make some research for health /diseases (health Programs)
- Can perform task that may assign from time to time.
- Maintain the rules and regulation in the company as well as the KBP rules is concerned.

Position : TV Host/ Anchor/ News Reporter
Date : March 2011 to May 2013
Company : (Countryside Associated Television) Cat link Media Inc.
Address : 2nd flr. Grepac Building Salazar St. Tacloban City

Duties and Responsibilities as News Correspondent:

- Conducted interviews.
- Able to manipulate cameras.
- Produced stories before/on deadline.
- Able to write a well-structured script.
- Able to get along well with public contacts.
- Able to maintain good grooming on and off camera.
- Attended and covered news conferences, different programs and any other government activities.
- Duties and responsibilities as TV Anchor & TV Host:
- Anchored edited news for CNE (Cat News Express) 3 times a week.
- Delivered and memorized stories with confidence and credibility.
- Hosted live show Dateline 6500 twice a week.
- Entertained guest with confidence and abled to carry out topics discussed.

Position : Driver/Collector
Date : August 2013 – April 2016
Company : ABS – CBN BROADCASTING CORPORATION
Address : Tacloban City

Duties and Responsibilities:

- Assist the Passenger.
- Collect the Payments of Advertiser.
- Make a Daily Sales Report.
- Maintain the cleanliness of the Vehicle.
- Maintain the rules and regulation in the company.
- Maintain the standard Procedures
- Can perform task that may assign from time to time.

Position: Tech./Dj
Date: April 2016 – May 2017
Company: DYAJ Power 90.3 FM
Address: Ormoc City Leyte

Duties and Responsibilities:

- Maintain & repair of the equipment.
- Taking song requests.
- Ensures the program running smoothly.
- Playing commercials.
- Questioning calls & performing interviews.
- Maintain the rules & regulation of the station.
- Distribute Proposal for Advertisers.
- Maintains logs and prepares reports.
- Check's frequencies and solves interference problems.
- Maintains inventory of equipment and parts.

Position: Tea Boy/Barista
Date: May 2017 – May 2019
Company: KING FAISAL SPECIALIST HOSPITAL
INTERNATIONAL HOLDING CO.
Address: Riyadh, Saudi Arabia

Duties and Responsibilities:

- Taking responsible for Making and serving tea, coffee, water, beverages and other needs to office staff and guests.
- Maintain the cleanliness of the pantry.
- Checking the stocks if it's still sufficient.
- Maintain the rules & regulation of the hospital.
- Maintains logs and prepares reports.

Qualifications:

Proficient memorization, voiceover, live interviewing, scriptwriting, DJ, TV Hosting, and willing to work anywhere.

Educational Attainment:

Primary : 2000-2001
: San Augustine Elementary School Bay-Bay, City Leyte
: Brgy. San Augustine Bay-Bay, City Leyte

Secondary : 2005-2006
: Bunga National High School
: Brgy. Bunga Bay-Bay City Leyte

Tertiary : 2007-2008
: Asian Development Foundation College
: (BSCE) Bachelor in Science in Civil Engineering
: Burgos St. Tacloban City

: 2008-2010(Graduate)
: St. Augustine School of Nursing Tacloban Branch
: (PN) Practical Nursing
: Pawing Palo, Leyte

: February 20015 – May2015
: Innovate ICT System
: CHS/CSS (Computer Hardware Servicing)
: Sto. Nino St. Tacloban City

: SY 2019-2020
: Visayas State University
: BSED Sci 2
:VISCA Baybay Leyte

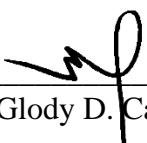
Personal Information:

Age	: 32 yrs. old
Nationality	: Filipino
Marital Status	: Single
Date of Birth	: October 25, 1988
Religion	: Roman Catholic
Sex	: Male
Height	: 162cm.
Weight	: 57kls.
Blood Type	: AB
Language / Dialect Spoken	: English, Tagalog, Waray-Waray, Cebuano
E-Mail Address	: cayundaofficial@gmail.com

Character References:

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Tel.no. (053) 325-2926

I hereby certify that above information are true and correct.


Glody D. Cayunda