



# JANMARK CASTAÑEROS

BRGY. MAKINHAS, BAYBAY CITY,  
LEYTE, Baybay City, 6521, Philippines

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## SKILLS

DATA ENTRY

MICROSOFT OFFICE PROFICIENCY

COMMUNICATION

PROBLEM SOLVING

COLLABORATION

DIGITAL ADVERTISING

CUSTOMER SERVICE

## LANGUAGES

ENGLISH

FILIPINO

## INTERESTS

DIGITAL ADVERTISING  
TECHNOLOGY SOFTWARE TOOLS  
COMMUNITY SERVICE  
RENEWABLE ENERGY  
ENERGY AND SUSTAINABILITY

## REFERENCES

DANIEL LESLIE S. TAN  
Visayas State University  
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ELDON P. DE PADUA  
Visayas State University  
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## ABOUT ME

Experienced support professional currently working with the Energy Efficiency and Conservation Office (EECO) at Visayas State University, providing administrative and technical support in energy management. Skilled in data analysis, customer service, and design, with a background in creating reports, managing inventory, and assisting with energy efficiency projects. Proficient in Adobe Photoshop, with a focus on accuracy, collaboration, and delivering high-quality outcomes across diverse roles.

## WORK EXPERIENCE

**VISAYAS STATE  
UNIVERSITY,  
BAYBAY CITY, LEYTE**  
Baybay  
Jan 2024 - Present

### EECO Support Staff

- Conduct regular walk-through energy audit and analysis; Provide technical aide to the EECO in the implementation of the Government Energy Management Program (GEMP); Facilitate the submission of the monthly electricity and fuel consumption reports; Lead the inventory with specifications of machineries and equipment in the campus;

**TELEPERFORMANCE,  
CEBU CITY, CEBU**  
Cebu City  
Sep 2022 - Present

### Customer Service Representative

- Dedicated customer service professional with expertise in managing retail account interactions to ensure a seamless shopping experience; Skilled in handling inquiries about products, orders, returns, and exchanges, while maintaining high customer satisfaction through personalized support;

**TRIPLE-F PRINTING  
PRESS, CLAVER,  
SURIGAO DEL NORTE**  
Claver  
Feb 2016 - Present

### Graphic Layout Artist

- Creative and detail-oriented Graphic Layout Artist with strong expertise in Adobe Photoshop, including advanced photo editing, retouching, and compositing techniques;

## EDUCATION

**VISAYAS STATE  
UNIVERSITY,  
BAYBAY CITY, LEYTE**  
Baybay City, Leyte  
2022

### Bachelor of Science in Agricultural and Biosystems Engineering

## TRAININGS AND CERTIFICATES

ISO 9001:2015 Awareness  
Re-Awareness Seminar  
September 9, 2024

VSU Gymnatorium, Visayas State University  
Visca, Baybay City, Leyte

RICE MACHINERY  
OPERATIONS (RMO) NCII  
May 25, 2023

King Leon Integrated Farm (TESDA Accredited)  
Brgy. Liberty, Hilongos, Leyte

INTRODUCTION to CSS  
May 15, 2023

Technical Education and Skills Development Authority  
(TESDA Online Program)

3rd PSABE-PPG Visayas  
Wide Conference  
February 8-9, 2022

ABE Green Tech Optimazation: Catalyst Towards a Sustainable  
and Food Secure Nation  
CPSU - Kabankalan City, Negros Occidental

In-house Training on the  
Basics of the Solar PV  
Systems, Installations  
May 25-27, 2022

Renewable Energy Research Center  
Visayas State University  
Pangasugan, Baybay City, Leyte