



**CHRISTOPHER JOHN M. STA. IGLESIA**

#446 Brgy Kilim, Baybay City, Leyte  
Philippines 6521

Mobile Number: +639950277192, +639232934750

Email Add: [ceejhay23@yahoo.com](mailto:ceejhay23@yahoo.com)

**PERSONAL PROFILE**

Date of Birth	:	1979 April 15	Religion	:	Christian – Catholic
Place of Birth	:	Baybay City, Leyte	Nationality	:	Filipino
Height	:	5 ft. 5 Inches	Civil Status	:	Married
Weight	:	164 Lbs.			

**WORK HISTORY**

**Admin Aide III (JO)**

Accounting Department  
Visayas State University, Baybay City, Leyte  
July 18, 2022 - Present

**Team Supervisor**

Philippine Statistics Agency  
Tacloban City  
October 2021 - January 2022 (3months)

**Operations Manager**

Tomas Auto Shop and Car Accessories  
Ormoc City  
March 2021 - June 2021 (3 months Contract)

**Senior Sales Marketing Executive**

Dunham-Bush International Sales and Services Inc  
Lt. Artiaga, San Juan City, Metro Manila  
June 1, 2019 – September 16, 2019 (3 months Contract)

**RM Supervisor**

Acro Distribution Network Inc  
Solid Mills Compound, Purok 1 Cupang, Muntinlupa City  
October 13, 2018 – April 14, 2019 (6 months Contract)

**Business Development Specialist**

Klencophil International, Inc  
101 Southwest Centre Bldg., Pres. Osmena cor Makiling St.  
Brgy. Palanan, Makati City, 1235 Philippines  
August 2016 – September 2018 (2 years Contract)

**Sales and Marketing Coordinator (Project Based)**

Azul Land Corp, Tagaytay City  
April 2014 – April 2015 (1 year Contract)

**Management Trainee (Staff)**

Bakerzin Holdings Pte Ltd  
25 Harper Rd, 04-01 HupHuat Food Industrial Bldg  
Singapore 369683  
November 21, 2011 – August 1, 2013

**Redaction Processor / Data Editor**

Accudata, Inc., Baybay Branch  
Baybay City, Leyte, Philippines  
October 2008 – April 2009 (6 months Contract)

## **EDUCATION, QUALIFICATION AND ATTAINMENT**

### **Diploma**

Diploma in Business Studies  
January 7, 2013  
Institute of Financial Accountants (IFA)  
BurfordHouse 44 London Road Sevenoaks Kent TN13 1AS  
Registered No. 144888

### **Tertiary Education**

Bachelor of Science in Office Administration - Major Management  
March 2007  
Franciscan College of the Immaculate Conception  
Baybay City, Leyte  
Philippines 6521

### **Secondary Education**

ViSCA Laboratory High School  
March 1996  
Visayas State University, Baybay City, Leyte, Philippines 6521

## **TECHNICAL SKILLS**

IT / Networking

Windows 2003/2007/2010/XP/VISTA

- Word Office, Excel, PowerPoint, Publisher

Photography/Photo Editing

- Adobe Photoshop, Paint, Pixlr

## **TRAININGS AND SEMINARS**

Philippine Coast Guard Auxiliary (PCGA)  
New City Hall, Baybay City, Leyte  
October 26, 2024

ISO 9001:2015 Awareness / Re-Awareness Seminar  
Visayas State University, Baybay City, Leyte  
August 29 – 31, 2022

Managing for Results  
SRN Resources  
Greenbelt, Makati City, Philippines  
May 21, 2014

Customer Service Skills, CPD Certificate  
SRN Education Centre  
8 Temasek Boulevard, 42-01 Suntec Tower Three  
Singapore 038988  
August 14, 2013

International Youth Leaders Conference  
Tagaytay City, Batangas  
Manila, Philippines

Success Builders' Training Program  
Cebu City, Philippines

## REFERENCE

**ALLEN GLENNIE P. LAMBERT**  
VSU Campus, Baybay City, Leyte  
CP# 09190755570

**ED ALLAN ALCOBER**  
Brgy. Gabas, Baybay City, Leyte  
Contact# 09061219610

**BRYAN GAPASIN**  
Brgy. Gabas, Baybay City, Leyte  
Contact# 09055513040

  
**CHRISTOPHER JOHN M. STA. IGLESIA**  
Applicant