

AMANDA D. ASUMBRADO
Zone 3, Brgy. Guindapunan, Palo, Leyte 6501
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Education

Graduate Studies: Master in Management – *18 units earned*
Leyte Normal University – Graduate School, Tacloban City

College Degree: Bachelor of Arts in Social Sciences, Major in Economics
Date of Graduation: June 20, 2019
University of the Philippines Visayas Tacloban College, Tacloban City

Highlights:

- President, UPVTC Economics Society – academic organization (2018-2019)
- Organizer and participant, Eastern Visayas Economics Students Conference 2019
- Organizer and participant, Eastern Visayas Regional Economics Convention 2018
- Conducted research studies

Non-Academic Affiliations:

- Secretary, University of the Philippines Discs - sports organization (2017-2019)
- Member, University of the Philippines Football Club – sports organization (2014-2019)
- Member, UPVTC Economics Society (2017-2019)
- Officer, UPVTC Batch Hadianon (2015-2019)
- Member, UPVTC Interactive Society – academic organization (2014-2017)

Bachelor of Science in Computer Science (2014-2017) – *18 units earned*
University of the Philippines Visayas Tacloban College, Tacloban City

Secondary Education: Leyte National High School – Engineering and Science Education Program, Tacloban City (2010-2014)

Elementary Education: Rizal Central School, Tacloban City (2004-2010) - *Salutatorian*

Professional Strengths/Skills

- Educated in Econometrics and econometric program tools
- Proficient in using Microsoft Office programs and cloud, collaborative softwares
- Basic knowledge in C, Java and machine level programming
- Basic knowledge in logic design and digital computer circuits
- Knowledgeable in using photo and video editing tools

- Career Service Examination (Professional Level) passer with a rating of 84.00
- Well-oriented with oral and written communication in English, Filipino and Binisaya (Waray-Waray)
- Strong interpersonal and leadership skills
- Flexible and adaptable to circumstances
- Deliverables are always submitted on time
- Patient and is willing to learn more and grow

Work Experience

PROJECT EVALUATION OFFICER II (June 13, 2022–January 1, 2023)

Department of the Interior and Local Government – Regional Office VIII, Tacloban City

- Assigned at the Quality Management System Unit of the office.
 - Delivered the duties and responsibilities of the QMS Officer (June 13, 2022-September 21, 2022).
 - Attended capacity development trainings/seminars and cascaded it to the concerned personnel.
 - Trained the new QMS Officer (September 22, 2022-January 31, 2023).
- Assigned in the Regional Communications Unit
 - Drafted
- Spearheaded a research on the impact assessment of locally-funded projects in Eastern Visayas.
 - Liaised with the external research partner; and
 - Formulated the research design for review with the research partner.

QUALITY MANAGEMENT SYSTEM (QMS) OFFICER (August 2, 2021–June 30, 2022)

Department of the Interior and Local Government – Regional Office VIII, Tacloban City

- Delivered all necessary reports to the Central Office.
- As the regional focal person for QMS, assisted all Process Owners in their roles with data entry, data analysis, research, and producing process and system documentation, and reports.
- Facilitated internal assessment/audit activities.
- Provided administrative support including coordination, planning, and conduct of workshops/trainings/meetings/focus-group discussions and other activities.
- Delivered value-adding information such as producing materials that helped the organization understand improvement initiatives and share best practices.
- Maintained and retained documents and records relevant to QMS operations in the region.

- Performed other functions assigned by the regional management.

ONLINE OPERATIONS / E-COMMERCE OFFICER (November 9, 2020 – January 4, 2021)
TinkerHouse Inc., Commercial Building Lolita Homes, Barangay Guindapunan, Palo, Leyte

- Managed and monitored E-Commerce platforms (e.g. Shopify, WooCommerce, Lazada, Shopee & Facebook)
- Maintained and updated cloud databases on customers, sales, and product statuses.
- Interpreted business insights and formulated marketing strategies.
- Received and processed orders from E-commerce platforms.

OPERATIONS OFFICER (September 30, 2019 – October 30, 2020)
TinkerHouse Inc., Commercial Building Lolita Homes, Barangay Guindapunan, Palo, Leyte

- Managed, updated, and monitored E-Commerce platforms.
- Coordinated and managed schedules of all service partners in the online hub platform.
- Maintained and updated cloud databases on customers, sales, inventory and product status.
- Interpreted business insights and formulated marketing strategies.
- Received and processed orders from all Tinker House franchise branches nationwide.
- Managed and packaged orders for dispatch and delivery.
- Researched and proposed innovative products and developments.
- Monitored and aided in production activities.
- Coordinated with Manila Warehouse regarding inventory management and order processing.
- Trained and supervised warehouse officers on online order processing.
- Formulated stock replenishment and purchase requests.
- Entertained clients; (e.g. franchisees & customers) inquiries and complaints.
- Analyzed clients' claims.
- Provided administrative support.
- Recorded and filed administrative documents.

RESEARCH ENUMERATOR (November 2017 - December 2017)
PH Haiyan Advocacy Cooperative, Tacloban City

- Communicated and liaised with local authorities to conduct the survey.
- Conducted interviews to research participants along coastal communities of Tacloban City.
- Encoded and organized responses of research participants.

Training Programs Attended

- **Orientation on RA 9184 and its Revised Implementing Rules and Regulations**
DILG Regional Office 8, Tacloban City
September 27-29, 2022
- **Web Workshop on Completed Staff Work**
DILG Central Office (via online Zoom Platform)
March 24, 2022
- **Training on Technical Report Writing**
DILG Regional Office 8 (via online Zoom Platform)
October 25, 2021
- **Training on Basic Photoshop**
DILG Regional Office 8, Tacloban City
August 20, 2021

REFERENCES:

Atty. Arnaldo E. Escobar Jr., CESO V

Regional Director

Department of the Interior and Local Government – Region V

0906 498 1174

Michellie Ann D. Sabando

Corporate Owner

TinkerHouse Inc.

Palo, Leyte

0938 451 9805

Miah Maye M. Pormon

Professor

University of the Philippines Visayas Tacloban College

Tacloban City

0916 912 3730