

JUDITH C. BAÑEZ

Address: Brgy. Makinhas, Baybay City, Leyte

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CAREER OBJECTIVE

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the ladder through continuous learning and commitment

PERSONAL DATA

Date of Birth: June 9, 1990
Age: 31
Religion: Roman Catholic
Gender: Female
Civil Status: Single

SKILLS AND KNOWLEDGE

- ✓ analytical skills
- ✓ good interpersonal skills
- ✓ communication skills
- ✓ problem-solving skills
- ✓ proficient knowledge in Microsoft Office applications, Quantum GIS (QGIS) and SPSS
- ✓ ability to work under pressure
- ✓ attention to detail

EDUCATION

Bachelor of Science in Statistics

Visayas State University

Visca, Baybay City, Leyte (2010)

ELIGIBILITY

CAREER SERVICE PROFESSIONAL

Conducted by: Civil Service Commission

Place of Exam: Saint Joseph College, Maasin City, Southern Leyte

Date of Exam: August 06, 2017

WORK EXPERIENCE

LOCAL GOVERNMENT UNIT- BAYBAY CITY, LEYTE

Job Order, CPDO Staff

July 16, 2018-Present

Responsibilities:

- Facilitate Barangay Management Information System (BMIS) seminar and Brgy. Integrated Development Plan and Sectoral Plan Updating
- Act as front liner that attend to client queries
- Handle statistical work for Baybay City Local Public Transport Route Plan (LPTRP) Survey and any other project.
- Encode and validate BMIS data
- Attend relevant trainings and meetings as a member of the Technical Working Group for Local Public Transport Route Plan (LPTRP), City Climate Disaster Risk Assessment (CCDRA), City Management Information System (CMIS) and Brgy. East Water System (BEWS) Project
- Participate in the Geographic Information System (GIS) Geotagging Activity for 92 brgys.
- Make communication letter for meetings and does other office works.

Company: VCUSTOMER PHILS. INC (CEBU)/Techmahindra

Position : Associate Customer Support

Account: Verizon (Billing & Sales)

August 11, 2017- January 11, 2018 (Project-based employment)

Responsibilities:

- Greet customer warmly and ascertain problem or reason for calling
- Open and maintain customer accounts by recording account information
- Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem
- Manage large amount s of incoming calls
- Build sustainable relationship of trust through open and interactive communication
- Sell products and services
- Meet personal/team sales targets and call handling quotas

Company: FUN DIGITAL FOTOSHOP (FUJIFILM)/LEYTE

Position : Sales Associate/Printer/Cashier

July 25, 2010- May 15, 2017

Responsibilities:

- Greeting customers

- Operating cash registers
- Increasing in store sales
- Maintaining sales floor appearance
- Cross-selling products
- Directing customers to merchandise
- Print and develop pictures
- Making daily sales report

REFERENCES

Feliciano R. Un

General Manager FUJIFILM
09189008136

Marilyn P. Nonato

Associate Team Leader, Techmahindra
Verizon Account (Billing & Sales)
09289861227

Engr. Patrick A. Postero

City Planning & Development Coordinator
LGU- Baybay City, Leyte
09176729520