



JOANA LIN CAINTIC SY



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Brgy. Guadalupe, Baybay
City, Leyte

EDUCATION

SECONDARY SCHOOL

LEYTE STATE UNIVERSITY
LABORATORY HIGHSCHOOL

2001 - 2005

BACHELOR OF HOTEL RESTAURANT AND TOURISM MANAGEMENT

VISAYAS STATE UNIVERSITY
2005 - 2009

HIGHLIGHTS OF QUALIFICATION

- Civil Service Passer (Professional Category)
- VSU Clerical Examination Passer

SKILLS

- Computer Literate (MS word, excel, ppt presentation)
- Good in communication skills
- Good in time management
- Can work with minimal supervision
- Organization skill

ABOUT ME

I possess excellent communication and listening skills, and I work extremely well in a team, as well as being able to work confidently on my own. I have consistently proven my ability to meet deadlines and prioritize crucial tasks while maintaining the high standards expected of my role.

WORK EXPERIENCE

ADMINISTRATIVE AIDE III

SUPPLY AND PROPERTY MANAGEMENT

2023 - Present

- As the Administrative Aide III, she manage and supervise the overall operation of three warehouse and VSU Fuel Station.
- As an in-charge of warehouse, and fuel station, she's assigned to keep all delivery receipts, prepare monthly report of issued petroleum, oil and lubricants. It is also her role to prepare Statement of Account, voucher and other documents for billing.

ADVISOR II, CUSTOMER SERVICE CONCENTRIX CVG PHILIPPINES, INC.

2017 - 2022

- As a customer service advisor II, it is her tasks to answer customer queries, advise customers about services and products, handle customer complaints, supporting customers with technical problems.