

JOHN JAMES C. BITANTES

Cantimawa, Poblacion District VI

Burauen, Leyte

0966-833-7612

johnjamesbitantes@gmail.com



Objective

To work in an institution that would enable me to exhibit my efficacy in providing quality service while giving a sense of accomplishment that would contribute to both the organization and my personal growth.

Summary of Qualifications

- Graduate, Bachelor of Science in Entrepreneurship
- Has a proven exemplary scholastic, moral and academic record
- Has a good oral and written communication skill both in English and Filipino
- Literate in MS Word, Excel and Powerpoint, and Microsoft Office
- Can do field works or actual analysis.
- Literate doing financial statement and business plan.
- Has knowledge on time-management & customer service skills as well as confidence & motivations.
- Has the ability to work in a wide variety of environments & has a willingness to travel.

Work Experience

- Administrative Staff-Accounting Section
Eastern Visayas State University
August 2018-April 2019
- KND Resource Management Corp
Mandaue, Cebu City
January 2020 - Current

Academic Attainment

Tertiary : Eastern Visayas State University – Burauen Campus
Burauen, Leyte
2014 – 2018

Course : Bachelor of Science in Entrepreneurship

Secondary : Burauen National High School
Burauen, Leyte
2010 – 2014

Elementary : Burabod Elementary School
Burauen, Leyte
2004 – 2010

Certificates Awarded/Seminars Attended

Re-Orientation Seminar for Teaching and Non-Teaching Personnel of EVSU-Burauen Campus
Eastern Visayas State University – Burauen Campus
April 2019

Enhancing the Performance of the Agribusiness Industry

Eastern Visayas State University – Burauen Campus
March 2018

Preparing Entrepreneurs for Business Success

Eastern Visayas State University – Burauen Campus
March 2018

Youth Empowerment and Leadership through Entrepreneurship

Eastern Visayas State University – Burauen Campus
March 2017

Entrepreneurship: A Path to Sustainable, Growing and Developing Micro Business

Eastern Visayas State University – Burauen Campus
March 2016

Strengthening Industry-Academe Partnership Towards SME Competitiveness

RTRMF Compound
Tacloban City
October 2015

Innovation Attaining Global Competitiveness

Eastern Visayas State University – Burauen Campus
Burauen, Leyte
March 2015

Affiliations and Membership

2014-2017 **JUNIOR ASIA PACIFIC ENTREPRENEUR *Active Member***

References (other references available upon request)

RENATO A. NAMIA JR.

Head, Business, Entrepreneurship &
Management Department (BEMD)
Eastern Visayas State University

ATTY. ANDREW MARK NIEMES

HRAD / Kaizen Manager
Tacloban City, Leyte

ZYRA C. AMANTE, CPA

OIC, College of Accountancy Education
Burauen Community College, Burauen,
Leyte

ENGR. JOHN REY BITANTES

Project Engineer
Sunwest Construction and Development
Corporation

District VI
Cantimawa Street
Burauen, Leyte

Sir/Ma'am,

I am writing to express my deepest interest in a position subject to your consideration in your good office.

I am JOHN JAMES C. BITANTES, a graduate at Eastern Visayas State University with a degree of Bachelor of Science in Entrepreneurship, seeking the opportunity to make use of my efficacy in providing quality service specifically in your company. I bring a wealth of essential skills and qualities that I have developed thru study and experience: teamwork and communication, time management, attention to detail, presentation skills, handling pressure, customer service and the ability to meet deadlines. During my university studies, I demonstrate my ability and energy in maintaining good grades. I have various office abilities, including filing, organizing, and has a knowledge on Microsoft Office such as Word, Excel etc. I have acquainted myself with a range of skills that would allow me to blend with your corporation.

I believe that with my positive attitude and strong work ethic, I would be a great fit for the position. You will find me to be a motivated flexible and hardworking person who is keen to learn and contribute. Given the opportunity, I would apply myself with enthusiasm to all tasks, ensuring that I get the job done accurately and efficiently.

My personality as a hard worker and fast learner type of person would bring benefit to your company. I will feel very appreciated if you could give an opportunity to work in your company.

Attached hereto is a copy of my resume. I am looking forward to a chance to meet with you and further talk about my qualifications. I can be reached at 0966-833-7612.

Sincerely yours,

JOHN JAMES C. BITANTES