

KYLE DOMINICA C. BARBOSA

Zone 2, Brgy. San Roque Santa Fe, Leyte, Philippines, 6513
09063995794
kyledominicabarbosa00@gmail.com



OBJECTIVE

Highly motivated and adaptable individual seeking Administrative Aide VI position at the entry-level. Proven ability to learn quickly and adapt to new environment. Eager to provide support, show positive attitude and leverage communication skills in fast-paced retail setting.

EDUCATIONAL BACKGROUND

Visayas State University Tolosa | *Bachelor of Science in Criminology*
Consistent College Honors/ University Honors
GPA: 1.610; *Cum Laude*

August 2024

Sta. Fe Stand-Alone Senior High School | *TVL– Caregiving*
With Honors, Best in Work Immersion

April 2020

SKILLS

- GSuite, Microsoft Office (Word, PowerPoint & Excel), Canva;
- Communication Skills
- Interpersonal Skills
- Goal-oriented
- Adaptability
- Willing to learn and to be trained
- Attention to details
- Problem solving
- Language: English, Filipino (Tagalog, Waray-waray, & Bisaya)

INTERNSHIPS

Bureau of Fire Protection (BFP) Tolosa Fire Station

Criminology Intern / March 18, 2024 to April 25, 2024 (192 hrs.)

- Assisted in fire prevention campaigns, education program and inspection of various establishments for fire safety.
- Observed and participated in field training exercises such as rescue operation, emergency response and fire fighting operations.

Philippine National Police (PNP) Tolosa Police Station

Criminology Intern / February 5 to March 14, 2024 (192 hrs.)

- Assisted with community outreach programs.
- Assisted and handled citizen concern.
- Gained experience and knowledge in writing police blotter, fingerprint collection, traffic management, and patrol.

Leyte Provincial Hospital

Nursing Aide / Nov.-Dec. 2019

- Assisted healthcare professionals in providing basic patient care.
- Attended the newly arrived patients with their guardians in the emergency room provided immediate support.
- Assisted medical/healthcare professionals during emergencies such as initial patient assessment, taking/monitoring vital signs, wound cleaning and wound dressing.
- Communicate with patients, guardians, doctors and nurses.

Pope Francis Complex Center for the Poor--Kkottongnae Philippines Inc.

Caregiver: Geriatric Care & Care for Persons with special needs / Oct.-Nov.2019

- Collaborated with the social workers in providing care for the elderly people and persons with special needs
- Assisted staff members in planning and organizing activities.
- Applying Therapeutic communication to the patients. Provided patient care and support.

WORK EXPERIENCE

Saint Anne Catering Services

2018-2019; 2025

Caterer/Waitress/ Server

VOLUNTEER EXPERIENCE

San Roque Elementary School

January 14, 2022- March 19, 2022

Learning Facilitator Volunteer

Beacon for Children | New Life Baptist Church Sta. Fe, Leyte

January 23, 2021-February 22, 2022

Volunteer Tutor

Beacon for Children | Sta. Fe Cental School

January 21, 2020- March 8, 2020

Reading Volunteer

PROFESSIONAL CERTIFICATION

- Registered Criminologist | Professional Regulation Commission April 2025
- Honor Graduate Eligibility | Civil Service Commission (Professional Level) August 2024

CHARACTER REFERENCES:

Rose Ann D. Aguja, PhD

Assistant Professor | Visayas State University Tolosa

09056733499

Liza L. Gerilla, Rcrim

Instructor | Visayas State University Tolosa

09153492708

Joselle G. Villas-Petilla, RN, LPT

SHS Teacher/Clinical Instructor | Sta. Fe Stand-Alone Senior High School

09260725245