



# KENNETH ADAM

GEPITULAN TITO

PHONE  
EMAIL

(0969) 534 0525

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DASUNA, DAS,

Toledo City, Cebu

## PROFILE

Highly motivated and detail-oriented professional with experience as an HR Trainee and Government Admin Aide. Excellent communication and interpersonal skills, with a proven track record of building positive relationships with colleagues and stakeholders.

## EDUCATION

**Bachelor of Science in Hotel and Restaurant Management**  
*College of Commerce, Management, Business and Accountancy*  
**Cebu Institute of Technology—University**  
N. Bacalso Avenue, Cebu City  
**2011—2015**

**Bachelor of Science in Architecture**  
*College of Architecture and Engineering*  
**Cebu Institute of Technology—University**  
N. Bacalso Avenue, Cebu City  
**2011—2008**

**High School Graduate**  
**Don Andres Soriano National High School**  
DAS, Toledo City, Cebu  
**2008—2011**

## EXPERIENCE

**Dec. 04, 2023 - Public Information Officer (PIO)**

**PRESENT**

***DAS Barangay Hall***

Don Andres Soriano Toledo City, Cebu

**Jan. 03, 2023 - Admin Aide III [Bids and Award Committee (BAC), BAC Technical]**

**Nov. 30, 2023 *DAS SK | SK Federation***

Don Andres Soriano Toledo City, Cebu

**June 21, 2021 - Office Job (Optical Logistics)**  
**Dec. 31, 2021 *Plastilens International Inc.***

Apple One—Equicom Tower, Cebu City

**Sep. 04, 2017 - Project Associate [Program Control Service]**  
**June 15, 2018 *Accenture/BRAVISSIMO***  
eBloc Tower 2, Cebu IT Park

**June 23, 2015 - Human Resource- Trainee**  
**Dec. 22, 2015 *Quest Hotel and Conference Centre***  
Archbishop Reyes Avenue Cebu City

**April 16, 2013 - Sales and Marketing Junior Intern**  
**May 29, 2013 *Quest Hotel and Conference Centre***  
Archbishop Reyes Avenue Cebu City

## ELIGIBILITY

**REGISTERED PROFESSIONAL CIVIL SERVICE**

*Career Service Professional*

**Civil Service Commision**

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## SKILLS

### PROFESSIONAL

- Time Management
- Planning
- Attention To Details
- Public Relations
- Teamwork
- Office Management

### TECHNICAL

- Communication
- Leadership
- Microsoft Office [Word]
- Microsoft Office [Excel]
- Microsoft Office [Publisher]
- Computer Literacy
- Adobe

## EXPOSURE

### Graphic Design

*Freelance*

DAS, Toledo City, Cebu

### Dessert Buffet Supplier and Event Stylist

*Freelance*

DAS, Toledo City, Cebu

### Charity and Community

*Volunteer*

DAS, Toledo City, Cebu

## CERTIFICATION

March 09, 2022

**Kaalam: Creative Forms and Narrative of the Contemporary**

**ARTIST TALK: GRAPHIC DESIGN 101**

Visayas State University

Pangasugan, Baybay City, Leyte

March 09, 2022

**Kaalam: Creative Forms and Narrative of the Contemporary**

**ARTIST TALK: COSTUME DESIGN: SOURCE AND INFLUENCES**

Visayas State University

Pangasugan, Baybay City, Leyte

## REFERENCE

**Hon. Francis Marvin Prahinog**

*Barangay Captain*

DAS, Toledo City

(0910) 454 7700

**Ms. Cindy Rose Daculara**

*Office Staff*

Pastilens Inc. Cebu

(0966) 746 9664

**Mr. John Vera Cruz**

*Test Engineering Analyst*

Accenture Cebu

(0995) 853 1402

**Ms. Leonidas Teano**

*Project Control Support*

Accenture Cebu

(0915) 815 5777