



# 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)

## 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 OFFICE

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 CONCENTRIC 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.