

## GIEBERT GORDUIZ OLAIS

Poblacion, Bontoc, Southern Leyte

0949 751 6968 / 0976 038 9796

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### COMPETENCIES AND SKILLS

- 5-year experience as **Storekeeper II at the Supply Office** in Southern Leyte State University-Tomas Oppus with functions such as:
  - 4-year experience in **BAC Secretariat** functions such as conduct of Public Bidding, **PhilGEPS** posting and awarding, Procurement process with training in revised IRR for **RA 9184** (Government Procurement Reform Act).
  - Part of the Planning team as Head of the Alumni Affairs
  - Inspection and Acceptance of delivered items
  - Delivery of items to end-users
  - Conduct of Annual Inventory
  - Disposal of Unserviceable Properties
  - Preparation of reports and forms such as RIS, ICS and RSMI
- 1-year experience in Landbank of the Philippines operations such as, **Teller, Cash Handling**, Pick-up Teller, ATM Loading and Troubleshooting.
- Computer Systems Servicing NCII Holder
- Graduated Cum Laude
- Career Service Professional Eligibility and Honor Graduate Eligibility
- Very Good Computer Skills (MS Word Encoding, MS Excel Formulas, Basic Trouble Shooting for CPU, Internet, Printer and Scanner)
- Fast learner and continuously finds ways to innovate and expedite work processes.
- Good ear for English grammar and pronunciation.
- Can communicate well in English, Filipino, and Cebuano.
- Outgoing and easy to get along with.
- Can understand a few waray-waray words and phrases.

### PERSONAL INFORMATION

Age	:	30
Birthday	:	April 26, 1992
Religion	:	Roman Catholic
Civil Status	:	Married

## EDUCATION

Name of School : University of San Jose-Recoletos  
School Address : Corner P. Lopez and Magallanes Streets  
6000 Cebu City  
Degree : Bachelor of Science in Business Administration  
General Course  
Achievements : Graduated Cum Laude – March 2013  
Consistent Dean's Lister

## WORK EXPERIENCE

Administrative Aide VI – Storekeeper II  
Southern Leyte State University – Tomas Oppus  
San Isidro, Tomas Oppus, Southern Leyte  
March 22, 2017 to present

Customer Associate-Teller  
Landbank of the Philippines  
New Bus Terminal, Zone III, Sogod, Southern Leyte  
June 1, 2015 to June 3, 2016

Manager Trainee  
McDonald's Colonnade Mall  
Colon Street, Cebu City  
May 5, 2014 to September 5, 2014

Bookkeeper  
M Lhuillier  
ML Bldg., B. Benedicto St., North Reclamation Area, Cebu City  
January 6, 2014 to April 14, 2014

## SEMINARS AND TRAININGS ATTENDED

Title : Ako Ni! : A Seminar on Self-Worth and Self-Value  
Venue: SLSU-Tomas Oppus Campus  
Date : December 9, 2022

Title : PhilGEPS Online Training for Buyers  
Venue: SLSU-Tomas Oppus Campus  
Date : November 28-29, 2022

Title : Digital Literacy and Cyber-Security Awareness Training and Seminar: Google Workspace and Cyber Safe Practices  
Venue: SLSU-Tomas Oppus Campus  
Date : November 9, 2022

Title : Computer Systems Servicing NCII  
Venue: ARC Tutorials Learning Services Inc.  
Date : March 20, 2022 (Assessment Date)

Title : In-House Training for Public Financial Management  
 For Southern Leyte State University  
 Venue: SLSU Main Campus - Sogod, Southern Leyte  
 Date : February 9-11, 2022

Title : Anti-Sexual Harassment Orientation Seminar  
 Venue: SLSU Tomas Oppus Campus - Tomas Oppus, Southern Leyte  
 Date : January 15, 2021

Title : Orientation for Gliding and Flextime Work Schedule  
 Venue: SLSU Tomas Oppus Campus - Tomas Oppus, Southern Leyte  
 Date : March 26, 2019

Title : PhilGEPS Training for Buyers  
 Venue: Clash of Gamers Internet Café, Tacloban City  
 Date : September 4-5, 2018

Title : Training on Revised R. A. 9184 (Government Procurement  
 Reform Act)  
 Venue: SLSU Main Campus - Sogod, Southern Leyte  
 Date : April 6-7, 2017

Title : Professional Image Enhancement  
 Venue: Harold's Hotel, Cebu City  
 Date : March 12, 2016

Title : Counterfeit Detection  
 Venue: St. Mark's Hotel, Cebu City  
 Date : August 2, 2015

Title : Bank Frauds and Forgery Detection  
 Venue: St. Mark's Hotel, Cebu City  
 Date : August 1, 2015

## REFERENCES

Jordy Mae L. Ausa  
 Branch Head  
 PNB Sogod, Southern Leyte  
 0917 623 7798

Anecita A. Engcoy  
 General Manager C  
 Sogod Water District  
 Kangleon Drive, Brgy. Zone I  
 Sogod, Southern Leyte  
 0917 311 3415

Dr. Emma L. Laplana  
 OB-Gyn Consultant  
 Sogod District Hospital  
 0949 429 1917