

**JOANN MALBAS GORTIPACION**

Brgy. Gacat Baybay City, Leyte 6521 Philippines  
09552195047  
joanngortipacion17@gmail.com

**OBJECTIVES**

- To offer my service and determination to your company.
- To do the task that has been given to me with the best I can do.

**PERSONAL BACKGROUND**

Age	:	22
Birth Date	:	February 17, 1999
Religion	:	Christian
Status	:	Single
Height	:	5'1
Weight	:	48 kgs

**SUMMARY OF QUALIFICATIONS**

- Responsible, Hardworking, and willing to be trained

**WORK EXPERIENCE****Operator of Printing and Photocopy Machine**

August –December 2019

Rosan Copy Center

VSU Market Visca, Baybay City Leyte

- Responsible of editing of documents as the same time encode documents / files of the costumers (MS Word, Excel, PowerPoint and Etc.).
- Responsible for scanning, photocopying and printing the files / documents of the costumers.

**Customer Service Assistant**

February to March 2020

September to February 2021

Chikaan sa Cebu

Cebu City

- Greet customers as they come in the restaurant.
- Help customers to settle down and also take their orders.
- Process customers' orders and generate their bills.
- Serving and packing foods for customers.
- Clean all tables after customers have left and get such tables prepared for the next customer.
- Keep the restaurant line and backroom clean and tidy at all times.

**EDUCATIONAL ATTAINMENT**

- **Graduated, Grade School**  
Gacat Elementary School  
Academic Year 2010-2011
- **High School**  
Baybay National High School  
Academic Year 2014-2015
- **College**  
Visayas State University, Visca Baybay City, Leyte  
Bachelor of Science in Agriculture Major in Horticulture  
Academic Year 2015-2020

**SEMINARS AND TRAINING ATTENDED**

- **Certificate of Completion or Practicum (Skills development), under CMO 14s. 2008 College of Agriculture and Food Science**  
Visayas State University Visca, Baybay City, Leyte  
August 02, 2016

- **Certificate of Project IPAD's**  
Visayas State University Visca Baybay, City, Leyte  
August 18, 2016
- **Certificate of Seminar on Disaster Risk Reduction**  
Visayas State University Visca Baybay, City, Leyte  
October 14, 2017
- **Training on Bonsai Making**  
Visayas State University Visca Baybay, City, Leyte  
April 21, 2018
- **Training on Marcotting**  
Visayas State University Visca Baybay, City, Leyte  
April 24, 2018
- **Certificate of Scientific Writing Seminar**  
Visayas State University Visca Baybay, City, Leyte  
April 28, 2018

## REFERENCES

Mr. Carl Morano

Area Manager of Creative Cuisine Group

Lapu-Lapu, Cebu City

09222659864

Kristy Alfeche

Co-worker

Basak, Lapu-lapu City

09676659759

*I hereby certify that the information above is true to the best of my knowledge and beliefs and I have not knowingly omitted any related information of an adverse nature. Inaccurate information may make me negligible for employment.*



**JOANN M. GORTIPACION**

Applicant