



REYMART C. HONRADA

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OBJECTIVE

Dedicated and empathetic customer service professionals seeking to leverage excellent communication and problem-solving skills to enhance customer satisfaction and loyalty. Committed to providing exceptional support and fostering positive relationships to contribute to the success of the organization.

EDUCATION

Bachelor of Science in Business Administration - Major in Financial Management

Bato Institute of Science Technology, Inc.

Dolho, Bato, Leyte 6525

SKILLS

- Computer Skill
- Communication Skill
- Problem Solving
- Technical Skill
- Digital Design
- Learning Software Tools

WORK EXPERIENCE

03/15/2022-
Present

Admin Aide III/ Customer Feedback Analyst-Quality Assurance Center Visayas State University

Task: Responsible for collecting, analyzing, and summarizing customer feedback, preparing reports for stakeholders, supporting compliance with customer feedback documentation, assisting with ISO-related activities, preparing QA reports, serving as Deputy Document Records Controller, and performing additional duties as assigned.

01/12/2022-
01/30/2022

Enumerator-Labor Force Survey and 2021 Family Income and Expenditure Survey

Philippine Statistic Authority

Task: Gathered and analyzed demographic, socio-economic, and financial data on households, including income and expenditure patterns.

05/21/2021-
06/30/2021

Map Data Verifier-Census of Population and Housing

Philippine Statistic Authority

Task: Verifying of existed and destroyed building base in the geo-map during 2020 Census of population and Housing.

12/09/2020-
03/31/2021

Machine Processor-Census of Population and Housing

Philippine Statistic Authority

Task: Encoding of data and information of household members that gathered during in the 2020 Census of Population and Housing.

10/21/2020-
12/08/2020

Manual Processor-Census of Population and Housing

Philippine Statistic Authority

Task: Verifying and correcting all data and information gathered during in the 2020 Census of Population and Housing.

09/01/2020-
09/21/2020

**Team Supervisor-Census of Population and Housing
Philippine Statistic Authority**

Task: Oversee team performance by setting clear goals, monitoring progress, facilitating effective communication, resolving conflicts, and delegating tasks with established deadlines.

PROFESSIONAL TRAINING, SEMINAR, WORKSHOP

11/20/2024	Enhancing Digital Communication VOIP Phone Mastery and Output Messenger Transition-Visayas State University
07/30/2024- 07/31/2024	Seminar Workshop on Basic Records and Archives Management (BRAM)-Visayas State University
07/29/2024	Ease of Doing Business, Data Privacy Act of 2012 and PIA Reorientation for Visayas State University Personnel-Visayas State University
02/23/2024	Orientation of Guidelines and Procedures on Processes/Services of the Office under Administrative Services Office-Visayas State University
01/12/2024	Workshop on Program Accreditation-Visayas State University
12/13/2023- 12/14/2023	Design Thinking Workshop-Visayas State University
11/29/2023	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University
08/29/2023	ISO 9001:2015 Awareness and Re-awareness Webinar-Visayas State University
07/09/2022	Orientation/ Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines-Visayas State University
01/03/2022- 01/11/2022	Labor Force Survey and 2021 Family Income and Expenditure Seminar and Training-Philippine Statistic Authority
05/18/2021- 05/20/2021	Census of Housing and Population-Map Data Verifier-Philippine Statistic Authority
12/09/2020- 12/11/2020	Census of Housing and Population-Machine Processor-Philippine Statistic Authority
10/21/2020- 10/23/2020	Census of Housing and Population-Manual Processor-Philippine Statistic Authority
08/03/2020- 08/08/2020	2020 Census of Housing and Population-Philippine Statistic Authority

CHARACTER REFERENCE

JOEL REY U. ACOB

Director of VSU Quality Assurance
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I certify that the information contained in this Resume is correct and complete to the best of my knowledge.