

**DAVID CHRISTIAN C. VERBA**

Barangay 83-B, San Jose, Tacloban City, Leyte

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**EDUCATION**

2014-2020 **University of Santo Tomas**

*Bachelor of Science in Business Administration*

*Major in Human Resource Development Management*

2010-2014 **Eastern Visayas State University – Secondary Laboratory School**

*High School*

**EXPERIENCE**

**Administrative Aide VI**, September – December 2024

*Department of Health - Eastern Visayas Center for Health Development, Leyte*

- Processed the Obligation Request and Status (ORS), Purchase Orders (POs), Travel Expense Vouchers (TEVs), Contracts, mandatory expenses, and other financial claims;
- Answered all queries from those who follow up on their documents;
- Performed such other functions as assigned by the immediate Supervisor, Cluster Head and/or Director IV.

**Operation Online Administrator**, January 2023 – March 2024

*Tree Art International Pte. Ltd., Singapore*

- Assisting managers and colleagues in encoding information to the organization's ERP platform;
- Engaging with customers through the organization's CRM system;
- Processing financial transactions using company preferred systems.

**Contact Centre Associate**, November 2020 – February 2021

*Manulife Data Services Incorporated, Quezon City*

- Built sustainable relationships and trust with customers through open and interactive communication;
- Provided accurate, valid, and complete information by using the right methods and tools;
- Handled customer inquiries and concerns, provided appropriate solutions and alternatives.

**Brand Ambassador**, March – June 2019

*Appco Direct International Incorporated – Upbeat Prime Marketing, Makati*

- Acted as a professional ambassador for the client;
- Raised awareness campaign via face-to-face interactions;
- Shared the client's programs and acquired long-term supporters.

**Human Resource Intern**, July – December 2017

*Home Credit Consumer Finance Philippines, Quezon City*

- Provided recruitment support and administrative functions to the whole organization;
- Handled recruitment queries in a responsive, client-focused way, providing a comprehensive first line of information and advice;
- Arranged for shortlisted candidates to take relevant assessments, mark, and recorded results accurately to contribute to the recruitment decision.