

STEPHANIE MAE CASPE

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Dedicated and detail-oriented administrative professional seeking a role in a dynamic office environment where I can apply my skills and further develop my capabilities. Proven ability to manage clerical tasks, organize records, and support office operations with efficiency and accuracy. A productive team player with strong organizational skills, committed to delivering quality outcomes through collaboration, attention to detail, and excellent client service. Eager to contribute to a professional setting that values efficiency, integrity, and continuous improvement.

Skills

- Computer Skills
- Microsoft Office Word
- Microsoft PowerPoint
- Microsoft Excel
- GIS Mapping
- Customer Service
- Communication Skills
- Leadership
- Fast Learner
- Ability to multitask
- Effective Time Management
- Ability to work in a team
- Ability to work under pressure

Language

- Waray-waray 
- Tagalog 
- English 

EMPLOYMENT HISTORY

Data Management Officer at
DEPARTMENT OF ENVIRONMENT
AND NATURAL RESOURCES,
CENRO – BORONGAN, BORONGAN
CITY, EASTERN SAMAR
January 2024-December 2024

- Be familiar with the NGP guidelines and other related documents in the implementation.
- Undertake preliminary analysis of information on reports, map shape files and other related documents.
- Provide insights and assistance in designing a database system compatible with FMB FIS, to store all NGP related monitoring information;
- Collate all monitoring data from DENR field operating units and input database system.
- Participate in meetings and assist PENROs and CENROs in the development and management of database system on NGP accomplishment reports, financial reports, map shapefiles, geotagged photos and other related NGP documents.
- Ensure the compliance of submission of NGP accomplishment reports, financial reports, map shapefiles, geotagged photos and other related NGP documents.
- Review, updates, finalize and ensure accuracy of information on reported accomplishments, maps (shapefiles) including attribute data and geotagged photos of Graduated NGP sites.
- Prepare and submit through channels, regular reports on the result of database management

**FOREST PROTECTION OFFICER at
DEPARTMENT OF ENVIRONMENT
AND NATURAL RESOURCES, CENRO-
DOLORES, DOLORES, EASTERN
SAMAR,**

July 2023 - December 2023

**SECRETARY at BARANGAY 11, LGU,
DOLORES, EASTERN SAMAR,
PHILIPPINES**

October 2018- December 2022

**PROJECT SUPPOR OFFICER at
DEPARTMENT OF ENVIRONMENT
AND NATURAL RESOURCES,
CENRO-DOLORES, DOLORES,
EASTERN SAMAR, PHILIPPINES**

January 2018- September 2018

**OFFICE SUPPORT STAFF at
DEPARTMENT OF ENVIRONMENT
AND NATURAL RESOURCES, CENRO-
DOLORES, DOLORES, EASTERN
SAMAR, PHILIPPINES**

July 2017 - December 2017

**DOCUMENTOR at DEPARTMENT OF
ENVIRONMENT AND NATURAL
RESOURCES, CENRO-DOLORES,
DOLORES, EASTERN SAMAR,
PHILIPPINES**

April 2017 - July 2017

**ENCODER at J2G PRINTING
CENTER, DOLORES, EASTERN
SAMAR, PHILIPPINES**

April 2015 - April 2017

reports including issues and concerns with recommendations.

- Perform other related tasks as may be deemed necessary to carry out the aforementioned activities, to wit:
- To augment manpower needs in the patrol of AOR in order to protect, detect and prevent illegal forest activities such as encroachment, poaching/cutting and occurrence of forest fire specially on NGP established plantations and untenured areas;
- Gather information on threats to forest against destruction and submit to the CENRO such information;
- Assist in the conduct of forest protection IEC;
- Implement confiscation of illegally gathered/possessed forest products upon order of direct superior;
- Performed such other duties as maybe assigned by the office;
- Prepared and distributed meeting agendas and minutes to keep the officials informed and on track.
- Answered and screened incoming calls and emails directing them to the appropriate officials.
- Worked on multiple eNGP projects by generating vouchers, and other attachment for billings.
- Make maps for eNGP Projects.
- Scan documents for eNGP Projects for filing
- Stepped into a variety of roles to provide support usually at short notice.
- Took on various job roles within the office.
- Used a wide variety of skills, expertise and knowledge to assist clients with various tasks within the office setting.
- Created reports and documents for the CBFM as requested by the unit chief.
- Learned and followed all office policies and procedures, resulting in fewer mistakes and improved client service.
- Created and maintained spreadsheets using excel.
- Organized files and scanned documents
- Performed regular backup operations to save data and to avoid various loss.

**CASHIER at MISMO BOTIKA,PASAY,
CITY, PHILIPPINES**

February 2011 - July 2011

- Operate to efficiently process cash and card payments, providing correct change and receipts when necessary.
- Stayed visible and attentive on the shop floor to proactively attend to customer needs and answer questions.

Educational Background

**BACHELOR OF ELEMENTARY
EDUCATION at MATER DIVINAE
GRATIAE COLLEGE INC. DOLORES,
EASTERN SAMAR, PHILIPPINES**

June 2019 - June 2023

- Graduated with awards such as:
 - Best in Demonstration Teaching
 - Best in Narrative Report
 - Leadership Award
 - Team Leader Award
- Supreme Student Government Officer
Senator
S.Y. 2019 - 2021
- Supreme Student Government Officer
President
S.Y. 2021 - 2022

References

For. **FLORDELIZA C. DELA CRUZ**

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For. **IAN C. ALMAZAN**

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