



## CONTACT ME

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- Sitio Punong, Brgy. Hipusngo, Baybay City, Leyte

## EDUCATION

**Bachelor of Secondary Education**  
Visayas State University - Main Campus  
2019-2023

**TVL-ICT | Computer System Servicing**  
Baybay City Senior High School  
2017-2019

**BEC Curriculum**  
Baybay National High School  
2013-2017

**BEC Curriculum**  
Hipusngo Elementary School  
2008-2013

## SKILLS

- Teamwork
- Time Management
- Leadership
- Verbal and Written Communication

# Denmark Barcos

*BSED Graduate*

## WORK EXPERIENCE

Student-Intern March 2023 - May 2023  
**Bitanhuan National High School | Bitanhuan, Baybay City, Leyte**

Key responsibilities:

- Manage the classroom.
- Performs administrative tasks related to school development
- Prepare reports to students progress.

Staff/Crew April 2022 - May 2022  
**Serenitea | Baybay City, Leyte**

Key responsibilities:

- Prepare orders from the customer.
- Manage store inventory.

Staff/Crew April 2020 - January 2021  
**Flaskey Enterprises | Baybay City, Leyte**

Key responsibilities:

- Appointment setter.
- Manage printing and editing.

Summer Job Worker May 02, 2017 - May 20, 2017  
**Baybay City LGU | Baybay City, Leyte**

Key responsibilities:

- Office cleaner

## REFERENCES

**Anselma B. Montalban**  
Flaskey Enterprises / Owner

Phone: 0916-868-1828

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**Joel C. Ramirez**

Teacher III / Bitanhuan National High School

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**John Lorenz C. Bacason**

Mebs Ph / Quality Analyst

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