



JANMARK CASTAÑEROS

BRGY. MAKINHAS, BAYBAY CITY,
LEYTE, Baybay City, 6521, Philippines
+63 9308834883
janmark.castaneros@vsu.edu.ph

SKILLS

DATA ENTRY

MICROSOFT OFFICE

AGRICULTURAL TECHNOLOGY

COMMUNICATION

COLLABORATION

DIGITAL ADVERTISING

CUSTOMER SERVICE

LANGUAGES

ENGLISH

FILIPINO

INTERESTS

AB ENGINEERING AND INNOVATION
DATA COLLECTION & MANAGEMENT
ENERGY EFFICIENCY & CONSERVATION
OPERATIONAL SUPPORT
RENEWABLE ENERGY
SUSTAINABLE FACILITIES MANAGEMENT
TECHNICAL SUPPORT
TECHNOLOGY & SOFTWARE

REFERENCES

DANIEL LESLIE S. TAN
Professor / Adviser
Visayas State University
email: danielleslie.tan@vsu.edu.ph

ELDON P. DE PADUA
Instructor
Visayas State University
email: eldon.depadua@vsu.edu.ph

ABOUT ME

Experienced support professional currently working with the Energy Efficiency and Conservation Office (EECO) at Visayas State University, providing administrative and technical support in energy management. Skilled in data analysis, customer service, and design, with a background in creating reports, managing inventory, and assisting with energy efficiency projects. Proficient in Adobe Photoshop, with a focus on accuracy, collaboration, and delivering high-quality outcomes across diverse roles.

WORK EXPERIENCE

**VISAYAS STATE
UNIVERSITY,
BAYBAY CITY, LEYTE**
Baybay City
Jan 2024 - Present

EECO Support Staff

- Conduct regular walk-through energy audit and analysis; Provide technical aide to the EECO in the implementation of the Government Energy Management Program (GEMP); Facilitate the submission of the monthly electricity and fuel consumption reports; Lead the inventory with specifications of machineries and equipment in the campus;

**TELEPERFORMANCE,
CEBU CITY, CEBU**
Cebu City
Sep 2022 - Sep 2023

Customer Service Representative

- Dedicated customer service professional with expertise in managing retail account interactions to ensure a seamless shopping experience; Skilled in handling inquiries about products, orders, returns, and exchanges, while maintaining high customer satisfaction through personalized support;

**TRIPLE-F PRINTING
PRESS, CLAVER,
SURIGAO DEL NORTE**
Claver Surigao del Norte
Feb 2016 - Aug 2016

Graphic Layout Artist

- Creative and detail-oriented Graphic Layout Artist with strong expertise in Adobe Photoshop, including advanced photo editing, retouching, and compositing techniques; Experienced in designing visually compelling layouts for digital and print media, transforming concepts into polished visuals that align with brand identity and client objectives;

EDUCATION

**VISAYAS STATE
UNIVERSITY,
BAYBAY CITY, LEYTE**
Baybay City, Leyte
2022

Bachelor of Science in Agricultural and Biosystems Engineering

TRAININGS AND CERTIFICATES

Farm BioSecurity
November 13, 2024

FARMERS TECHNOLOGY (FARM TECH)
Agricultural Learning Center

**RICE MACHINERY
OPERATIONS (RMO) NCII**
May 25, 2023

King Leon Integrated Farm (TESDA Accredited)
Brgy. Liberty, Hilongos, Leyte

**3rd PSABE-PPG Visayas
Wide Conference**
February 8-9, 2022

**ABE Green Tech Optimazation: Catalyst Towards a Sustainable
and Food Secure Nation**
CPSU - Kabankalan City, Negros Occidental

**In-house Training on the
Basics of the Solar PV
Systems, Installations**
May 25-27, 2022

Renewable Energy Research Center
Visayas State University
Pangasugan, Baybay City, Leyte