

Rodulfo G. Belisado Jr.

Barangay Kan-ipa, Baybay City Leyte, Baybay, 6521 (PH)
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rodulfobelisadojr@gmail.com



PROFESSIONAL SUMMARY

Professional, hard-working and experienced employee for almost 5 years, seeking to utilized my knowledge, skills and strengths to contribute company efficiency. Strong analytical skills, creative in resolving problems and addressing issues; self-motivated, dedicated, decisive; always seeks tasks to completion.

EMPLOYMENT HISTORY

January 24, 2022 – Present, Baybay City, Leyte

Parole and Probation Office Staff, Hall of Justice Baybay

- Entertain clients.
- Prepare monthly anti-drug abuse accomplishment report.
- Prepare quarterly report of elderly and persons with disability expenses report.
- Submit the NBI and CMRD record checks.
- Prepare record check of clients for parole and probation.
- Assist in the conduct of drug test of clients.
- Encode the probationers and parolees profile.
- Releasing files and documents to other offices.
- Other duties and tasks as assigned by my superior.

Oct. 1 2018 – January 23, 2022, Baybay City, Leyte

Traffic Enforcer, LGU Baybay

- Maintain the smooth flow of road traffic
- Control vehicle congestion at the road intersections
- Check any list of violators and report to traffic management office for disciplinary action
- Assist traffic operation conducted by traffic management office
- Helping pedestrians, especially the aged and children to cross the street
- Catch traffic violators and issue appropriate tickets or penalties
- Respond and attend to traffic emergencies
- Maintaining an approachable personality so people in need would not hesitate to ask for help

Apr. 2016 – Apr. 2018, Baybay City, Leyte
Working Student, Botica Cayunda

- Receives and unpacks merchandise
- Marks items with prices and stocks shelves.
- Assists customers with transferring large packages to their vehicles.
- Counts and stores items to help maintain an adequate inventory.
- Ensures that the store products are stored in an orderly manner.
- Inspects newly arrived products for damages or defects.
- Answers customer questions regarding items that are in or out of stock.

Nov. 2017 – Feb. 2018, Baybay City, Leyte
Job trainee, Baybay City Water District

- Performing office duties.
 - Assisting clients and supervisors.
 - Segregating official receipts according to their numbers.
 - Store and file official receipts.
 - Cleaning the office.
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EDUCATION

2014 - 2018

Bachelor of Science: Business Administration Major in Human Resource Management and Development

- Franciscan College of the Immaculate Conception - Baybay City, Leyte

2009 - 2013

High School Diploma

- Baybay National High School - Baybay City, Leyte

2003 - 2009

Elementary

- Baybay I Central School - Baybay City, Leyte
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SKILLS

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|-----------------------------|--------------------|
| • Analytical Skills | <i>Skillful</i> |
| • Customer Service | <i>Experienced</i> |
| • Computer Skills | <i>Skillful</i> |
| • Mathematical Skills | <i>Skillful</i> |
| • Good Communication Skills | <i>Skillful</i> |
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CHARACTER REFERENCE

- *Mr. Raul J. Mercado*
Chief Probation and Parole Officer (CPPO), BCPPO, Baybay
09173002771
- *Mr. Jon Froilan D. Rodriguez*
Parole and Probation Officer II (PPO II), BCPPO Baybay City
520-0255 (Office Number)

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

RODULFO G. BELISADO JR.
Applicant