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# DESSIRIE CAPANGPANGAN

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ORMOC CITY, LEYTE 6541 | 9390103926 | essang711@gmail.com

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## Summary

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I am an enthusiastic self-motivated, reliable, responsible and hard working person. I am willing to render overtime and offers continues opportunity for an excellent career development.

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## Experience

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**Front desk Staff/Clerk** 07/2022 to 07/2023  
**Beach Garden Resort** Visayas State University, Baybay City

I was in charge in answering daily phone calls in assisting guest reservation and walk in customers.

**Student Teacher** 03/2023 to 05/2023  
**Baybay National Highschool** Baybay City

I did teacher daily task such as lesson planning, teaching and managing 130 students everyday day. I also helped prepared the venue always part of the planning team when there is event at school.

**Office Staff** 08/2022 to 08/2022  
**Baybay Tourism and Investment Promotion Office** Baybay City

I am managing daily office roles and helped other staffs in their job most especially when we have visitors from other city. I also applied my bachelor degree in helping staffs to create souvenir using indigenous materials.

**Administration Clerk** 12/2018 to 01/2019  
**Philippine Crop Insurance Corporation** ORMOC CITY

Working administration roles. Focusing on managing daily office tasks, organizing client records and providing excellent customer service to the farmers and staffs.

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## Skills

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| •Proficiency in Microsoft Office | •Confident and Committed |
| •Multi-tasking                   | •Good work ethics        |
| •Attention to details            |                          |
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## Education

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**Diploma of Higher Education: Bachelor of Culture and Arts Education**

Visayas State University 08/2019 to 08/2023  
Visca, Baybay City



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