

JOHN MICHAEL M. DIAO  
Zone 17, M.L Quezon St. Baybay City, Leyte  
Phone Number: +63 946 478 1021  
Email Address: [diaojohnmichaelm@gmail.com](mailto:diaojohnmichaelm@gmail.com)

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#### Career Objective:

To succeed in an environment of growth and excellence, and earn a job which provides self-development and help me to achieve organizational goals.

#### Personal Information:

Birthday	:	April 19, 1995
Citizenship	:	Filipino
Age	:	30
Religion	:	Roman Catholic
Sex	:	Male
Civil Status	:	Single

#### Skills:

- Problem-solving abilities
- Communication skills
- Professionalism and strong work ethic
- Teamwork and collaboration
- Learning and adaptability skills
- Knows how to drive

#### Interpersonal Traits and Characteristics:

Results-oriented, hardworking, patient, flexible and can relate easily with people from different level of personalities. Highly organized and hard-working individual looking for a responsible position to gain practical experience.

Educational Background:

Tertiary:

Bachelor of Science in Business Administration  
Major in Financial Management  
Franciscan College of the Immaculate Conception (FCIC)  
Baybay City, Leyte  
2018-2022

Secondary:

Franciscan College of the Immaculate Conception (FCIC)  
Baybay City, Leyte  
2008-2012

Primary:

Grace Christian School (GCS)  
Baybay City, Leyte  
2002-2008

Work Experience:

**DCCD Engineering Corp.**

Technical Assistant/Document Control Officer  
April 11, 2023 – January 31, 2025

Job Description:

- Answering telephones and taking messages.
- Composing emails.
- Typing up reports for the company.
- Scheduling meetings.
- Printing and filing documents.

**Bureau of Fire Protection - Baybay City Fire Station**

Office Staff (On Job Training)

September 2022 - December 2022

**Job Description:**

- Prepare and process of documents for permitting purposes.
- Sorting documents from building permits to occupancy permit and distribute communications in a timely manner.
- Customer relation duties.
- Receiving and releasing permits for application.
- Organize office and assist associates in ways that optimize procedures.
- Create and update records ensuring accuracy and validity of information.
- Manage and record all incoming and outgoing documents.
- Document daily administrative tasks, maintain and secured the record and files both hard and electronic copy.
- Review the accuracy of all supporting documents before they are forwarded to the concerned team
- Develop and maintain a filing system

**NAGAS Construction Works**

Admin Staff

October 2020-April 2021

**Job Description:**

- Monitor and inventory of materials.
- Time keeping
- Disbursements of employee salary.
- Canvassing and purchasing of materials and office supplies.
- Organize office and assist associates in ways that optimize procedures.
- Manage and record all incoming and outgoing documents.
- Document daily administrative tasks, maintain and secured the record and files both hard and electronic copy.
- Review the accuracy of all supporting documents before they are forwarded to the concerned team.
- Answer and direct phone calls
- Update and maintain office policies and procedures
- Submit and reconcile expense reports

**LAD Builders**

Admin Staff

June 2018-February 2019

Job Description:

- Monitor and inventory of materials.
- Time keeping
- Disbursements of employee salary.
- Canvassing and purchasing of materials and office supplies.
- Organize office and assist associates in ways that optimize procedures.
- Manage and record all incoming and outgoing documents.
- Document daily administrative tasks, maintain and secured the record and files both hard and electronic copy.
- Review the accuracy of all supporting documents before they are forwarded to the concerned team.
- Answer and direct phone calls
- Update and maintain office policies and procedures
- Submit and reconcile expense reports

**Local Government Unit - Baybay City, Leyte**

Civil Registrar's Office, Office Staff

(Summer Job)

March 2016 – June 2016

Job Description:

- Verify of various certificates
- Sorting documents
- Receive and issue of certificates
- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Manage and record all incoming and outgoing documents
- Document daily administrative tasks, maintain and secured the record and files both hard and electronic copy.
- Review the accuracy of all supporting documents before they are forwarded to the concerned team

Character References:

Genevieve Marie T. Bactasa, MA  
FCIC, Program Head for Teacher Education  
+639151729488

Engr. Joseph Edgar P. Caya  
DCCD-CM Division, Construction Manager  
+639171888789