

LIONEL H. LIONG

Contact No.

E-mail Address: liong.lionel@vsu.edu.ph



OBJECTIVE:

Hardworking, responsible, can do multi-task, honest, respectful, with a positive attitude to get the job done

PERSONAL DATA:

Home Address: Brgy. Sto. Rosario, Sitio Lapawn, Baybay City, Leyte

Date of Birth: April 22, 1982

Place of Birth: Baybay City, Leyte

Age: 39 yrs old

Height: 5'6

Weight : 60 kg

Nationality: Filipino

Religion: Roman Catholic

Educational Background:

- College**

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Associate in Computer Technology
Franciscan College of the Immaculate
Conception

Baybay City, Leyte

- Vocational**

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Food and Beverage Service NCII
Acedilla Technological Institute
Baybay City, Leyte
Graduated: July 2011

Health Care Service NCII
Ormoc International Polytechnic Academy
Graduated: July 2010

- **Secondary : Franciscan College of the Immaculate Conception**

Baybay City, Leyte
Graduated: March 1999

- **Primary : Baybay South Central School**

Baybay City, Leyte
Graduated: March 1995

Work Experience:

Clerk (Job Order)

Visayas State University, Baybay City, Leyte
2016 – Present

Data Encoder (Job Order)

Public Attorney's Office (PAO), Baybay City, Leyte
October 2014 – March 2016

- Interview clients to gather accurate and relevant information required for the affidavit.
- Draft affidavits based on client statements and legal requirements, ensuring clarity and completeness of facts.
- File and maintain confidential records of affidavits and supporting documents, ensuring secure storage and easy retrieval when needed.

Refinery Operator

SC Global, Caridad, Baybay City, Leyte
February 2013 – September 2014

- Operated and monitored machinery and equipment used in the coconut oil refining process, ensuring smooth and efficient production.
- Controlled temperature, pressure, and flow rates during refining to maintain product quality and safety standards.
- Conducted routine inspections and preventive maintenance of refinery equipment to avoid breakdowns and ensure continuous operation.
- Followed standard operating procedures (SOPs) and safety protocols to prevent accidents and ensure compliance with environmental regulations.
- Assisted in troubleshooting equipment malfunctions and coordinated with the maintenance team for repairs.

Computer Attendant

Dulosa Internet Cafe, Baybay City, Leyte

March 2012 – December 2012

- Set up computers and ensured all systems were operational before opening.
- Guided customers on how to use applications like Microsoft Word, Excel, email, and browsers.
- Controlled computer usage time and extended sessions based on customer needs.
- Assisted customers with printing, scanning, and basic computer tasks to improve their experience.

Encoder (on call)

Pernites Bookkeeping Services, Baybay City, Leyte

August 2011

- Accurately encoded daily financial transactions into accounting software
- Ensured timely and accurate data entry of accounts payable and accounts receivable.

SKILLS

- Proficient with Microsoft Word, Excel, PowerPoint and Internet
- Experienced in using HR Information Systems (HRIS) and database management
- Skilled in using internet browsers and email clients
- Ability to troubleshoot common computer hardware and software issues
- Skilled at diagnosing and resolving basic computer hardware and software problems.

Reference

Emmanuel Licup

Manager of SC Global

Brgy. Caridad, Baybay City, Leyte

Honey Sofia V. Colis

Director, Human Resource Management and Development

Visayas State University

Baybay City, Leyte