

ARLENE E. GONO

BROADCAST OPERATOR I

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📍 Purok 8, Brgy. Bunga Baybay City, Leyte



PROFILE

Dedicated and detail-oriented individual seeking a Broadcast Operator position at DYDC FM. Leveraging over 19 years of multitasking and organizational skills as a homemaker, and hands-on experience as a manicurist and pedicurist, I am eager to embark on a new career in broadcasting and contribute to your team with my strong work ethic and enthusiasm for learning.

EDUCATION

Bachelor of Science in Home Economics (BSHE)

2002-2003

Leyte State University (VSU)

Bunga National High School **1996-1997**

Cosmetology **1996**

Baybay North, Baybay City, Leyte

Bunga Elementary School **1992-1993**

SKILLS

Multitasking

Time Management

Attention to Detail

Customer Service

Adaptability

Technical Skills

WORK EXPERIENCE

Homemaker **2005 - Present**

- Managed a household, including budgeting, scheduling, and coordinating activities.
- Developed exceptional multitasking, time management, and problem-solving skills.
- Adapted to various challenges and maintained a reliable and attentive approach to daily tasks.

Cashier of Bunga Organized Community Association (BOCA) **2023 - 2024**

- Accepting and calculating orders
- Organizing of products/goods
- Inventory clerk of goods and profits

Manicurist & Pedicurist **1996 - Present (Occasionally)**

- Delivered high-quality manicure and pedicure services to a diverse clientele.
- Ensured meticulous attention to detail and maintained a clean, sanitary workspace.
- Developed strong customer service skills, building a loyal client base through effective communication and professionalism.

REFERENCE

Marivic R. Sta. Maria

Maybog, Baybay City, Leyte
09942002508

Charity Martinez

Brgy. Bunga, Baybay City, Leyte
09771851243

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


Arlene E. Gono
Applicant