

ALLEN BRIAN CONDE

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OBJECTIVE

I'm looking for full-time work in the role of Administrative and related with Sports.

PERSONAL STATEMENT

I love a job that challenges me both mentally and physically, which gives a good balance for the body. With my vibrant personality, agility, strong technical background, and your training, I can execute the job and be an asset to the unit.

WORK HISTORY

Visayas State University

January 2025 – Present

Visayas State University

Baybay City, Leyte
November 2023 – December 2024

Visayas State University

Baybay City, Leyte
Apr 2023 - Oct 2023

MaryCare LTD Agency

Dunedin, New Zealand
May 2022 - Feb 2023

University of Otago

Dunedin, New Zealand
Feb 2020 - Mar 2023

Visayas State University Integrated High School

Baybay City, Philippines
Nov 2017 - Dec 2019

Visayas State University

Baybay City, Philippines
Jul 2014 - Jul 2017

Sports Development Office DDRC

Deputy Document and Records
Controller

Institute of Human Kinetics DDRC

Alternative and Deputy Document and
Records Controller

AACCUP Data Gatherer

Health Care Assistant

Front of House Supervisor (Servery)

I am a permanent employee assigned at both Cumberland and Te Rangi Hiroa College. My responsibility covers service of meals in dining room and maintenance of clean environment.

Administrative Aide

The job entails clerical and IT functions.

- managing students records and unit's database
- front of house officer
- purchasing unit's office supplies
- updating financial records to national office

Research Associate

I was employed for a government funded project called PhilLiDAR- VSU.

- create maps for flood prone areas in the region
- conduct field visits and bathymetric surveys

Jonie's Sizzlers & Roast

Cebu City, Philippines
Mar 2008 - May 2010

Dragon Fireworks

Cebu City, Philippines
Apr 2006 - Feb 2008

Service Crew

I started as a dishwasher and progressed to waiter then cook.

- fast serving of food to customers
- bussing out tables
- cleaning dining area before and after service
- cooking short-order dishes

Sales Staff

- inventory of stocks
- produce weekly sales report
- sell merchandise at store

QUALIFICATIONS

Cebu Technological University

Cebu City, Philippines
2010 - 2014

University of Cebu

Cebu City, Philippines
2005 - 2006

Father Saturnino Urios University

Butuan City, Philippines
2005

Bachelor of Science in Information and Communications Technology

Included a 1800 hours internship at an IT based company

Bachelor of Science in Computer Science

4th year or Grade 10

SEMINAR / WORKSHOP / TRAINING

BASIC LIFE SUPPORT WITH CPR 2020 GUIDELINES WITH AED, FBAO & BVM APPLICATION, FIRST AID TRAINING

March 4, 2024 to March 6, 2024

UNIVERSITY DISASTER RISK REDUCTION MANAGEMENT AND SECURITY SERVICES OFFICE (UDRRMSSO) - VSU

HUMAN RESOURCES INFORMATION SYSTEM SOFTWARE ONBOARDING VIA ZOOM

December 6, 2023

HUMAN RESOURCE MANAGEMENT OFFICE - VSU

"UNLOCKING EXCELLENCE " THE 5S REVOLUTION FOR CLERKS AND HEADS

November 29, 2023

HUMAN RESOURCE MANAGEMENT OFFICE - VSU

ISO 9001:2015 AWARENESS & RE-AWARENESS WEBINAR

August 29, 2023

QUALITY ASSURANCE CENTER - VSU

TECHNICAL SKILLS

- Highly computer literate (Windows Operating System)
- Computer programming with National Certificate IV
- Housekeeping with National Certificate II
- Basic Adobe Photoshop skills

PERSONAL SKILLS

Communication

As the only administrative staff at Senior High School office, I was always in contact with clients i.e. students, parents, and teachers, whether face-to-face, phone, or by email.

Team player

As a service crew in the restaurant, I did my part to provide fast and great customer service. I listened to my supervisor's directives and developed my own way of remembering order numbers for faster delivery.

Team management

In 2019, I was the Head Coach of the Senior High School and VSU varsity team for basketball. This enhanced my skill in handling different personalities.

Can-do Attitude

When I was the only staff left at the Senior High School Office on 2018, I initially felt scared because of the amount of work in this newly formed office. However, I continued and eventually managed the work and established systems for paper work.

Learner

During my time in the food service sector, I was not contented with just being a dishwasher. I wanted to learn new skills, so I trained to become a waiter and then as cook. Now, I have branched to other service work which widened my knowledge.

COMMUNITY & VOLUNTEER EXPERIENCE

Couples for Christ

Dunedin, New Zealand
May 2021 - Jan 2022

Member

I'm a new member and active in organizing CFC fellowship activities especially in sports.

Visayas State University Fire Brigade

Baybay City, Philippines
Mar 2019 - Present

Fire Volunteer

A volunteer position that can be used to help out at any situations dealing with fire.

Knights of Colombus

Baybay City, Philippines
Oct 2015 - Present

4th Degree Member

It's a Catholic brotherhood organisation that run various charitable events. I was able to join several feeding programs and tree planting activities. I was one of the youngest 4th degree member and was a Trustee of the council on 2018.

ACHIEVEMENTS

Service Sector Skill

2020
NSN: 163404665 Issued: November 28, 2020 Level 3, Credit 5, Result A 27927 - Apply health, safety and security practices to service delivery operations 27928 - Interact with other staff, managers and customers to provide service delivery outcomes 27929 - Apply standard operating procedures and the code of conduct to a work role in a service delivery organization

Hospitality

2020
NSN: 163404665 Issued: November 28, 2020 Level 3, Credit 5, Result A 27955 - Apply food safety practices in a food-related establishment

Essential First Aid Course

2020

I meet the qualifying standards in accordance with New Zealand Red Cross standards and achieved the CPRL2 requirements of the NZ Resuscitation Council.

Housekeeping NC II

2019

The qualification consists of competencies that a person must achieve to prepare guest rooms, provide housekeeping services, provide valet services, and laundry linen and guest clothes to a range of accommodation services.

Programming NC IV

2009

The qualification consists of competencies that are required for developing or writing program codes using a personal computer as part of a development team.

INTERESTS

- Sports (Basketball)
- Exercising (biking, running and weights)

REFEREES

Dr. Aleli Villocino

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