

CHRISTINE MAE ALOJADO SALES

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Subdivision Guitnang Bayan-1 San Mateo Rizal
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OBJECTIVE: Seeking a dependable position with a possibility for skilled challenge and growth to support and enhance objectives of the company.

WORK EXPERIENCE

Barangay Guitnang Bayan-1 (July 2022- August 2024)

Office Clerk - Secretariat Department

- Handles Barangay Scholarship/Educational Assistance for College Students.
- Assisting the Barangay Secretary.
- Compiling Weekly Report (Manila Clean-up Drive & Oplan Busilak).
- Compiling Monthly Report (Kasambahay Report).
- Compiling Quarterly Report (Inhabitants Report).
- Taking Pictures from Regular Sessions, Council Meetings, and Clean-up Drive).
- Creating Minutes of Regular Session and Special Sessions.
- Creating and Printing forms like Inhabitants Forms, Barangay ID Forms, Scholarship Forms, etc.
- Creating Barangay Employment ID.

Municipality of San Mateo (August 2024 -December 2024)

Intern - Municipal Tourism Office

- Receiving their request letter and update their tracker.
- Creating Invitation Letter for their events
- Encoding their Business Establishment from DOT through month and year.
- Giving out Registration Forms for their events.
- Encoding 'Tourist Departure and Tourist Arrival' every month.
- Computing and Compiling Liquidation/Reimbursement/Cash Advance for their events.

PizzaHut Intrepid Plaza (December 31, 2024)

Kitchen Staff - Sideline

- Cooking and Frying chicken wings, meatballs, and mozzarella sticks
- Cooking various pasta options, including cabonara at spaghetti bolognese
- Taking pizzas out of the oven

SKILLS

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|---|------------------|
| Computer Skills (Word, Excel, PPT, Canva) | Respectfulness |
| Adaptability | Time Management |
| Attention to detail | Willing to Learn |

ACHIEVEMENTS

- | | |
|--|---|
| Certificate of Participation: Leadership Training (2020) from Gerry Roxas Foundation | Special Program for Employment of Students (2022) |
| Certificate of Participation: Special Current Trends and Issue in Tourism and Hospitality Seminar (2023) | Student Employment Assistance Program (2024) |

EDUCATIONAL BACKGROUND

Elementary

St. Matthew College (2014)
Miguel Cristi St. Ampid II, San Mateo Rizal

High School

St. Matthew College (2018)
Miguel Cristi St. Ampid II, San Mateo Rizal

Senior High School

FEU Roosevelt Rodriguez (2020)
Manggahan, Rodriguez, Rizal

HUMSS

College

ICCT College San Mateo
General Luna RD, Cor Resurreccion St. Sta. Ana, San Mateo, Rizal

ICCT College Cainta (2024)

ICCT BLDG. V.V. Soliven Ave. II, Cainta, Rizal
Bachelor of Science in Tourism Management

I hereby that the above information is true and correct to the best of my knowledge and belief.

CHRISTINE MAE ALOJADO SALES