

# Juan Rodrigo C Filio

Purok 4, San Isidro, Jose Panganiban, Camarines Norte 4606

[jehfilio@gmail.com](mailto:jehfilio@gmail.com)

+63 995 520 2425

Fully Vaccinated



## EDUCATIONAL ATTAINMENT

Tertiary: BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION  
Don Mariano Marcos Memorial State University  
Mid-La Union Campus Catbangan, City of San Fernando, La Union  
2013-2017

Secondary: Dasmariñas Nation High School Main  
Dasmariñas, Cavite  
2004 – 2009

Primary: Parang Elementary School  
Jose Panganiban, Camarines Norte  
1998 - 2004

## SKILLS/QUALIFICATIONS

- Knowledgeable in the operation of MS Office (MS Word, MS Excel, MS PowerPoint, Adobe Photoshop)
- Technical Communication Skills
- Records Management Skills
- Speed Typing Skill
- Marketing Skill

## TESDA TRAINING COURSE AND CERTIFICATION

**English Language**  
10/15/2021 – 11/6/2021

CTPR no: 0707030133  
100 hours

**SUCCEEDING IN WEB DEVELOPMENT**  
: FULL STACK AND FRONT END  
05/15/2021

CTPR ID:  
AbBgO2T81cskmdXrnd9NhQAINKWi  
1hour

## TRAININGS AND RESPONSIBILITY

### **SOCIAL SECURITY SYSTEM**

January – March 2020  
Accounts Management System – (AMS) On-the-Job-Training  
San Fernando City La Union

- Encoding accounts
- Filling and arranging Records of Accounts "Records Management"
- Updating Accounts
- Photocopying Important Files

### **EXPANDED TERTIARY EDUCATION EQUIVALENCY and ACCREDITATION (ETEEAP)**

June 2019 – July 2019  
Front Office On-the-Job-Training  
San Fernando City La Union

- Filling and Arranging Records
- Photocopying
- Important Files
- Encoding /Transferring Documents in Database

### **STUDENT AFFAIRS AND SERVICES**

January 2019 – April 2019  
Front Office  
On-the-Job-Training  
San Fernando City La Union

- Filling and Arranging Records - Searching Files
- Scanning and Photocopying Important Files/Documents
- Encoding /Transferring Documents in Database

## WORK EXPERIENCES AND RESPONSIBILITY

### **AUREO LA UNION HOTEL AND RESORT Housekeeping and Front Office Associate**

February 26, 2023 - June 22, 2024  
San Fernando La Union

- Responsible for cleaning rooms and monitoring the laundry of the hotel.
- Assisting guest for check in and check out.
- Answering call for guest resquests and concerns

### **VIRTUS BPO SERVICES Lead Generation Specialist / Data Miner And Appointment Setter**

July 12, 2021 – March 25, 2022  
San Fernando La Union

Responsible for  
Email Searcher  
Using - Wiza, LinkedIn, Apollo, Crunchbase etc.  
with prior task:

- Company background
- Consolidation
- Check listing
- and Email Verification

### **GG Resort Staff /Crew**

Front Desk  
June 22, 2019 – April 8, 2021  
San Fernando City, La Union

- Assisting Guest
- Posting Ads and Answering Inquires online.

### **Real Connect Call Center Inc.**

**Collection Agent, Data Mining**  
March 2017 – February 2019  
Real Quezon Province

- Collection of donation
- Gather Data information of different kind of business based in UK

### **AQN SMART TELECOMMUNICATION**

Direct Sales Agent  
September 2010 – September 2011 (1year)  
San Fernando City, La Union

- Selling of products direct to clients
- Sales Report
- Costumer assist and demo

### **VOLUNTARY WORK**

#### **PHILIPPINE RED CROSS - LA UNION CHAPTER**

Administrative work/On call  
January 2021 up to present

- Calamity Respondent
- Assisting Clients
- Encoding profiles in the database

### **CHARACTER REFERENCES**

#### **Ailou Estepa**

Human Resources of Aureo La Union  
+63 970 578 0382

#### **DR. BERNARDO LAMADRID**

SAS OFFICE, HEAD DMMMSU  
MLUC  
+63 917 7208 323

#### **Kenny Ross C. Fontanillas**

Operation Manager at Virtus BPO Services.  
+63 946 063 0017

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

Juan Rodrigo Filio  
Applicant