



ROLDAN S. LOBITAÑA JR.

About Me

Date of Birth : February 11, 1992

Age : 32 years' old

Status : Single

+971 58-257-2165

rholdxz@gmail.com

Al Quaja Bldg. 30, Al Muteena
Dubai

Core Competencies

- Leadership
- Flexibility
- Stress Tolerance
- Coaching & Monitoring
- Punctuality
- Customer Relations
- Attention to details
- Communication Skills

Experties

- Food Quality
- Customer Service
- Problem Solving
- Collaboration
- Learning and Adaptability
- Leading Manager
- Hard Working
- Passion for Coding
- Sales Marketing
- Receptionist

Experience

Provincial Agriculture Office of Zamboanga del Sur, Sto. Niño, Pagadian City

January 2021 - June 2024 **(3 Years)**

Admin Assistant & Receptionist

Duties and Responsibilities:

- Greeting visitors, Managing security and telecommunications systems, Handling queries and complaints via phone, email and general correspondence.

Zamboanga del Sur Provincial Government College

Aurora, Zamboanga del Sur

May 18, 2019 - December 31, 2020 **(1 Year)**

BSIT & BSIS Instructor

Duties and Responsibilities:

- Teach students about the principles of technology and how to use basic information technology tools in their work and lives

JMLAD Computer Store Parts & Accessories San Jose Pagadian City

May 2018 - May 2019 **(1 Year)**

Sales Marketing & Executive

Duties and Responsibilities:

- Responsible for developing and achieving the store's business objectives such as Sales and Profitability targets, customer satisfaction, Safety and Cleanliness standards.

JOLLIBEE Main Branch 2 Pagadian Gaisano, Pagadian City

October 2016 - May 2018 **(2 Years)**

Crew (Part Time)

McDonald's Pagadian Gaisano, Pagadian City

January 2014 - October 2016 **(2 Years)**

Crew (Part Time)

Education

Eastern Mindanao College of Technology

Bachelor of Science in Information Technology

2010 - 2018