

## ROMNICK D. BAUTISTA

Ph4 Pkg3 Blk3 Lot9 Bagong Silang Caloocan City

Contact No.: 09518604089

Email: [romnickbautista356@gmail.com](mailto:romnickbautista356@gmail.com)



---

*Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.*

### TRAINING EXPERIENCE

#### On-The-Job Training

176 Barangay Hall, Bagong Silang

November 2018 – February 2019

(100 Hours)

### EDUCATIONAL BACKGROUND

#### TERTIARY

##### UNIVERSITY OF CALOOCAN CITY

Tulip St. Area C, Camarin Caloocan City

Bachelor of Science in Office

Administration

S.Y. 2019-Present

#### SECONDARY

##### ACCESS COMPUTER AND TECHNICAL COLLEGES CAMARIN CAMPUS (SHS)

#10 Zabarte Rd. Camarin Caloocan City

S.Y. 2017-2019

##### SAMPAGUITA HIGH SCHOOL (JHS)

#9 Paraiso St. Sampaguita Subd.

Camarin Caloocan City

S.Y. 2013-2017

#### ELEMENTARY

##### STO. NINO ELEMENTARY SCHOOL

Phase 1 Bagong Silang Caloocan City

S.Y. 2007-2013

## SKILLS

- Typing Speed (40 WPM)
- Stenography (Dictation and Transcribing)
- Computer Literate (MS Word, MS Excel, MS PowerPoint)
- Mastery in Office Procedure (Filing, Mailing, Handling Telephone Calls)

## SEMINAR AND WEBINAR ATTENDED

December 12, 2021

**"PROMOTING OF GOOD CARE AND POSITIVE FUTURE IN THE NEW NORMAL FOR HEALTHY LIVING AMIDST PANDEMIC AND PROPER WASTE MANAGEMENT: A KEY TOWARDS A HEALTHY ENVIRONMENT"**

University of Caloocan City

December 11, 2021

**"COMPUTER SYSTEM SERVICING (NCII) TRAINING"**

Access Computer and Technical Colleges

November 4, 2021

**"CIVIL SERVICE EXAMINATION: INITIAL PATH TO PUBLIC SERVICE"**

University of Caloocan City

October 28, 2021

**"BUILDING CULTURAL AWARENESS AND PRACTICES IN THE WORKPLACE"**

University of Caloocan City

## CHARACTER REFERENCE

- **LHADY JUNIO**  
09154254142  
English Instructor  
Unit 2209 Jollibee Plaza Bldg., F Ortigas  
Jr. Road Ortigas Cenyter Pasig Center, 1605  
Metro Manila, Philippines
- **IVY AZUR**  
09553715000  
Senior High Teacher  
Access Computer and Technical College
- **BRYAN M. RAMIREZ**  
Program Coordinator, BSOAD North  
University of Caloocan City  
09567909256

*I certify that the above statement is true and correct.*

  
ROMNICK D. BAUTISTA  
Applicant