



CLOYD C. ROBLES

PROFILE

Looking for an opportunity to thrive in a fast-paced environment, utilizing my adaptability, problem-solving skills, and drive to deliver exceptional results.

PERSONAL INFORMATION

NATIONALITY: Filipino
BIRTHDATE: January 22, 1994
RELIGION: Catholic
VISA STATUS: Visit Visa

CONTACT

Phone:
+9715-4756-3226

EMAIL:
cloydrobles23@gmail.com

Address:
ABU DHABI CITY, UAE

LANGUAGE

FILIPINO
ENGLISH

EDUCATION

Queen Apostles College of Seminary, Phil.

- Bachelor of Arts Major in Classical Philosophy (2010-2013)

University of Immaculate Conception Davao City, Phil.

- Bachelor of Arts Major in Philosophy (2014-2017)

WORK EXPERIENCE

PUBLIC EMPLOYMENT SERVICES OFFICE MANAGER

Local Government Unit of Montevista, Philippines.

- Develop and administer testing and evaluation instruments for effective job selection, training and counseling.
- Provide persons with entrepreneurship qualities access to the various livelihood and self-employment programs offered by both government and non-government organizations of the provincial/city/municipal/barangay levels by undertaking referrals for such programs.

COMMUNITY TRAINING EMPLOYMENT COORDINATOR

Local Government Unit of Montevista, Philippines.

- Undertake employment enhancement trainings/seminars for jobseekers as well as those would like to change career or enhance their employability.
- Provide employment and occupational counseling, career guidance, motivation and values development activities.

COUNSILOR'S PERSONAL ASSISTANT

Local Government Unit of Montevista, Philippines.

- Managing calendars and scheduling appointments.
- Coordinating meetings
- Screening of calls and requests for meetings, timely administration of expenses and assist visiting.

SKILLS

- Leadership
- Communication
- Strategic planning
- Problem-solving
- Decision-making
- Work under pressure
- Computer literate