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**Work Specialization:**

Agriculture/Agricultural Extension, Agricultural Research & Development, Community Organizing, Education, Landscaping, Waste Management, Data Management, Enumerator/Data Encoding, Freelance writing, Document Analyst/Abstractor, Technical Support/Customer Care Representative

**Professional Experience**

July 2007 – present

**Freelance Writer (Home based)**

- Member online writer for Essaywriters and A1writers based respectively in the U.S. and Australia
- Researches, organizes and writes essays, term papers and research projects for clients in the US, UK and Canada
- Uses bibliography and academic writing style such as American Psychological Association (APA), Medical Language Association (MLA) and American Sociological Association (ASA) for referencing
- Uses online search in sourcing out essay projects, document resources and references
- Writes web content articles for different websites through online search

March 2008 – present

**Document Analyst/Abstractor (Part-timer)**

Data Search Center, Madrigal Bldg., Alabang, Muntinlupa, Metro Manila

- Analyze documents from foreign journals, books, magazines and newspapers for abstraction, encoding and databasing.

May 2007 – July 2007

**Customer Support Representative**

WEST CONTACT SERVICES, INC.

17<sup>th</sup> floor Tower 1, Northgate Cyberzone, Robinson's Pioneer, Boni Ave., Mandaluyong City

- Provide billing information to US CRICKET's mobile phone subscribers for post-paid and pre-paid account;
- Assists customers in the activation of their mobile phone using on-line programming, changing of rate plans and other updated features for specific needs;
- Escalate calls to engineering department with regards to emergency issues.

February 2007 – May 2007

**Technical Support Representative**

TELETECH CUSTOMER CARE MANAGEMENT PHILIPPINES INC.

Levels 2 and 3, Robinsons Place J.P. Laurel Highway, Lipa City, Batangas

- Accept inbound calls from UK subscribers with regards to the setup and troubleshooting of Sky's Broadband modem/router;
- Assists in setting up of the client's computer configuration through manual coaching for more effective reception and performance;
- Escalate calls to higher technical departments as part of the company's enhancement on the management system;
- Provide other technical and engineering support to provide reliability and efficiency of services.

December 2004 – February 2007

**Self-employed/Data encoder/Part-time agricultural consultant**

- Manages an agricultural farm for agricultural production and commercialization;
- Part-time encoder for research and statistical analysis from UPLB;
- Part-time junior consultant for different agricultural projects.

July 15, 2003 – September 2004

**Assisting Professional**

Philippine Environmental Governance Proj. & United States Agency for International Dev't., M & L Bldg., Visayas Ave. cor Road 1, Proj. 6, Quezon City

- Assist the provincial and municipal/city technical working group in the collection and analysis of

- data/information needed for the preparation of the 10-year municipal/city solid waste management plan ;
- Provide on-the-ground assistance for the development of Information, Education and Communication materials;
- Assist in strengthening the multi-sectoral organizations, federation of peoples organizations and other private entities concerned with integrated solid waste management;

April 2001 – August 2002

**Accounting Clerk/Enumerator/Data Encoder**

UPLB Foundation; Institute of Statistics, University of the Philippines Los Baños, College, Laguna

- Analyses database fund balance reports in preparation for financial statements of different projects/researches undergoing at UPLB.
- Monitoring of the different ongoing projects of their financial receipts and balances for submission to project leaders.
- Computer encoding of the household survey and key informant variables using specialized software for statistical analysis.

April 1998 - December 2000

**Scientific Documentation Officer II**

United Coconut Association of the Philippines, Inc., Lourdes St., Ortigas Complex, Pasig City

- Visits libraries of different research institutions for research documentation purposes with regards to coconut Research & Development.
- Analyses technical reports of all completed and on-going researches on coconut (project reports, theses, field trials/experiments, etc.) for abstraction/summarization and documentation.
- Consolidates reports and assists in the actual computer processing.

July 1995 - December 1997

**Science Research Specialist II**

Philippine Council for Agriculture, Forestry and Natural Resources, Research and Development (PCARRD), Los Baños, Laguna

- Conducts demonstration trials, lectures and workshops regarding the production and use of organic fertilizer to farmers, various groups and organizations.
- Prepares project proposals and feasibility studies for Rapid Composting Technology (RCT) for the livelihood and development projects of various communities.
- Provides extension services such as training, workshops and field visits to farmers.
- Prepares budget allocations of program for the implementing agencies/units and fund releases and takes charge of the regional financial files.

July 1994 - June 1995

**Community Organizer - Team Leader**

Save our Future Foundation, Inc. (Non-Governmental Organization), ALCCO Bldg., Greenhills, San Juan, Metro Manila

- Orients and organizes the community on the conservation of forest resources of Mt. Banahaw in Laguna.
- Conducts household interviews, data gathering and appraisal of the community's cultural and socio-economic status.
- Facilitates communication network with the DENR, the LGUs and the communities regarding issues and constraints for a smoother implementation of the project.

January 1993 - January 1994

**Field Assistant**

Entomology and Plant Pathology Division, International Rice Research Institute (IRRI), Los Baños, Laguna

- Leads in the supervision of field and laboratory work.
- Conducts crop management practices such as pest control, irrigation, fertilization, soil sampling and plant sample processing.
- In-charge of safekeeping of field and laboratory tools and equipment.

August 1991 - December 1992

**Research Assistant**

College of Engineering and Agro-Industrial Technology (CEAT), UPLB, College, Laguna

- Supervises laboratory work such as sampling procedures and analysis.
- Assists in the gathering and analysis of data at the San Mateo Sanitary Landfill, San Mateo, Rizal.
- Facilitates field experiments on methane generation from waste coming from the landfill.

August 1988 - May 1991

**Landscaping, Pest Control and Irrigation Foreman**

Saudi Oger Maintenance Division (SOMD), Jeddah, Kingdom of Saudi Arabia (K.S.A.)

- Supervises and organizes programs involving the overall landscaping, pest control and irrigation activities within the royal palace and villas.
- In-charge of the procurement and safekeeping of landscaping, pesticide and irrigation facilities.
- Monitors nurseries' plant production, material consumption and expenses.

August 1987 - July 1988

**Research Assistant**

Agricultural Mechanization Development Program (AMDP), CEAT, UPLB, College, Laguna

- Visits national agricultural centers from the different regions to collect information related to farm equipment and farmer's practices.
- Helps in the analysis of data gathered and in the encoding processes.
- Facilitates the preparation of reports for submission to the project leader.

August 1986 - June 1987

**Teacher/Community Organizer**

De La Salle University, Taft Avenue, Mla. and the College of Human Ecology, UPLB, College, Laguna

- Teaches Mindoro's Mangyan students basic agricultural skills as well as other academic subjects.
- Introduced modern farming methods to Mangyan's upland farming as well supervising their forest conservation program.
- Collaborate with government agencies concerning the minorities' rights of their ancestral land.

**Education**

**College:** Bachelor of Science in Agriculture (BSA), major in *Agronomy* (1983)

Pampanga Agricultural College (PAC), Magalang, Pampanga

**Secondary:** Magalang Institute (MI) (1979), Magalang, Pampanga

**Primary:** San Miguel Elementary School (1974). San Miguel, Magalang, Pampanga

**Skills**

Proficient in both oral and written communication (English and Pilipino)

Computer savvy (MSWord, Excel & Powerpoint )

**Membership**

1982 - present Member, Crop Science Society of the Philippines (CSSP)

**Eligibility/Certificate**

August 3, 1986 *Professional Civil Service Eligibility* (Pasay City, Phils.)

December 2006 *Finishing Course for Call Center Agents* (Management Systems Consultants, San Pablo City, Laguna)