



NOE E. SURBANO, JR.

🏠 Abuyog, East District, Sorsogon City, Sorsogon
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OBJECTIVES

To obtain a job that will continuously provide an avenue for the growth and thereby nurture my potentials and skills so that I can be the asset to the company.

SKILLS

- Team Leadership Skills
- Flexible and always eager to learn new things
- Good in oral and written communication skills
- Responsible and hardworking
- Can work under pressure
- Customer Support
- Photo / Video Editing (Basic)
- Graphic Designer (Basic)
- Computer Literate / Oriented in Microsoft Office Application Such as:
 - Microsoft Office Word
 - Microsoft Office PowerPoint
 - Microsoft Office Excel (Basic)

ACHIEVEMENTS

BREAD & PASTRY NCII

Abuyog National High School
November 2019

PRIVATE-SPONSOR SCHOLAR PRESIDENT

St. Louise De Marillac College of Sorsogon Inc.
June 2021 – January 2025

TRAININGS AND WORK EXPERINCE

Lilia’s Function Hall Event & Catering Services

Ricacho Subdivision, Barangay Road Bibincahan, Sorsogon, Philippines
2020-2025

Responsibilities

- Welcome guests with a friendly attitude.
- Train newly-hired staff and instruct them how to do tasks.
- Serve meals and drinks efficiently, ensuring quality standards.
- Address customer inquiries, resolve complaints, and offer helpful information about menu items or services.
- Assist with setting up and clearing tables, buffet lines, or food stations.
- Maintain cleanliness and hygiene in dining and service areas at all times.
- Support kitchen or catering staff during events, ensuring smooth Coordination and guest satisfaction

EDUCATIONAL BACKGROUND

TERTIARY EDUCATION

SAINT LOUISE DE MARILLAC
COLLEGE OF SORSOGON INC.

BACHELOR OF SCIENCE IN
BUSINESS ADMINISTRATION
MAJOR IN HUMAN RESOURCE
DEVELOPMENT
MANAGEMENT

(2021–2025)

Burgos St. Talisay Sorsogon
City, Sorsogon, Philippines,
4700

SECONDARY EDUCATION

ABUYOG NATIONAL
HIGH SCHOOL

(2015–2021)

Brgy. Abuyog, East District,
Sorsogon City, Sorsogon

PRIMARY EDUCATION

ABUYOG ELEMENTARY
SCHOOL

(2009–2015)

Brgy. Abuyog, East District,
Sorsogon City, Sorsogon

On – The – Job training
PSWDO – Provincial Social Welfare and Development Office - Sorsogon
Flores St., Burabod, Sorsogon City, Sorsogon, Philippines
December 2024 – April 15, 2025

Responsibilities (Social Welfare and Development):

- Interview indigent clients to understand their needs and situation.
- Treat every client with compassion, patience, and respect.
- Listen carefully to their stories, concerns, and inquiries.
- Carefully input necessary data from forms and reports into the computer/company system.
- Double-check data to make sure everything is correct and complete.
- Keep records updated so that services can reach the right people.
- Help organize and file documents for easy use by the team.
- Protect personal and sensitive information with care and respect.
- Help prepare simple reports and summaries when needed.
- Work closely with field workers to confirm or gather missing data.
- Lend a hand during outreach programs and relief efforts.
- Make sure I meet deadlines and keep my work organized.
- Always follow proper steps to handle data safely and properly.

CHARACTER REFERENCES

Mrs. Salvante P. Jerlita
BSBA PROGRAM FACULTY
ST. LOUISE DE MARILLAC COLLEGE OF SORSOGON INC.
09301954628

Ms. Dina L. Jazmin, RSW
SOCIETY OF ST. VINCENT DE PAUL INSTITUTIONAL COORDINATOR
SCHOLARSHIP COORDINATOR
ST. LOUISE DE MARILLAC COLLEGE OF SORSOGON INC.
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09455300841

I hereby certify that the above information is true and correct based on my knowledge and experience.


NOE E. SURBANO JR.
Applicant