



SHANNEN D. CUYSON

CAREER OBJECTIVE

To apply my skills and experience in order for me to attain a job that suit to my capabilities.

EXPERIENCE

July 2024 -
May 2025

On-site Supervisor Powerlane Resources Inc. Tejero, Gen Trias Cavite

- Onsite Operations
 - Human Resources and Administrative
 - Payroll and Billing
 - Others
1. Monitor and guide employees in compliance to all safety standards/protocols and regulations.
 2. Ensures that subordinates who were on sick leave are physically and medically fit when they report back to work.
 3. Perform other job-related duties as assigned including quality, environmental, health and safety compliance

April 2022 -
November 2023

ADMIN ASSISTANT Pipols Synergy Management Services Inc. - Jardine Schindler Elevator Corp. /Alabang Muntinlupa

- Answer and direct phone calls
- Organize and schedule appointment meetings.
- Develop and maintain a filing contracts system
- Making Elevator Certificate's
- Order office supplies, tools and research new deals and suppliers
- Book travel arrangements
- Trip ticket for delivery
- Received incoming emails and creating PR# or Purchase Requests through SAP system
- Receiving Service Reports (SR) from technicians and Supervisor's in the field

January 2020-
January 2022

WAREHOUSE SUPPORT STAFF PBCS (FPDI-UNILAB GATE-3, Mamplasan, Binan Laguna


- Working knowledge of Microsoft Office (Excel, outlook).
- Filing and data archiving, monitoring, and receiving of invoice (Documentation) from forwarders.
- Work's well under pressure. Received incoming emails and routed to appropriate staff.
- Tagging of invoice and encoding with route doc.
- UPC checker using SAP (System Application Program.
- Assist in fulfillment of equipment request.


November 2018 -
May 2019

RESIDENTIAL SOCIAL WORKER Polomolok, South Cotabato

- Conducting a case study report of the fatherless children and requesting their needs to my agency supervisor.
- Seeking to help Markadz Al-Qadesia center's client exceed goals through proven skills in assessment and treatment plan development.
- Counseling and Developing treatment plans.

CONTACT

 LOT 8 / BLOCK 22, Transville Homes Barangay
Banaybanay, LIPA CITY, BATANGAS

 09561323511/09913441182

 shannen.cuyson01@gmail.com

SKILLS/TRAINING

- Communication
- Time Management
- Scheduling
- Confidentiality
- Data Entry
- Computer Literacy

EDUCATION

ELEMENTARY

Year Graduated: **San Jose Elementary School**
2008 - 2009 San Jose District Pagadian City

SECONDARY

Year Graduated: **Zamboanga Del Sur National High School**
2012 - 2013 Sta. Maria District Pagadian City

COLLEGE

Year Graduated: **Bachelor of Science in Social Work**
2018 Sta. Lucia District Pagadian City

TRAININGS ATTENDED

"SOCIAL WORK PROFESSION OF CHOICE.BE INSPIRED, PROMOTE AND PRACTICE"

Liga City
F.S PajaresnAvenuen,PagadiianCity, Zamboanga Del S ur
March 9, 2016

"REGIONAL ABSNET"

Atrium, Top Plaza Hotel, Dipolog City
November 28-29, 2019

"SOCIAL WORK AND RED CROSS-Together Towards Holistic Human Services"

Liga City
F.S Pajares Avenue, Pagadian City, Zamboanga Del Sur
February 28, 2017

"HUMAN RIGHTS AWARENESS DURING MARTIAL LAW"

Springland Resort
Rizal Avenue, Pagadian City, Zamboanga Del Sur
October 06, 2017

"LEGITIMATE OR ILLEGITIMATE KNOW YOUR RIGHT AS A CHILD"

Gift Pavilion, Raiza Building,
Rizal Avenue, Pagadian City, Zamboanga Del Sur
May 25, 2018

PERSONAL DATA

Age:	28 years old
Birthplace:	Pagadian City, Zamboanga del Sur
Birth Date:	January 3, 1997
Gender:	Female
Status:	Single
Religion:	Born Again Christian
Weight:	45kg
Height:	4'9

CHARACTER REFERENCE

Veronica Casipit
Portfolio Support
Jardine Schindler Elevator Corp.
09291498766

Rochelle Ebol
Branch Supervisor
Powerlane Resources Inc.
Tejero, General Trias, Cavite

Golda Mier Vidal
Agency Supervisor (Social Worker)
09054798283

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

SHANNEN D. CUYSON
Applicant