

CEDRIC KHEIL C. OROZCO

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Address: Manapla, Negros Occidental

PROFESSIONAL SUMMARY

Highly motivated and reliable individual with a strong foundation in administrative support, technical skills, and operations. Proven ability to adapt quickly, manage tasks efficiently, and work well within a team. Eager to contribute strong organizational skills and a dedicated work ethic to achieve company goals.

TECHNICAL SKILLS

- Computer Literacy: Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- Digital Skills: Online Research, Data Management, Email Handling, and Scheduling.
- Content & Media: Social Media Management, Basic Video Editing, and Live Streaming Operations.
- Operations: Equipment handling, Inventory support, and adherence to Safety Protocols.

SOFT SKILLS

- Excellent Organizational & Time Management skills
- Strong Verbal & Written Communication
- Problem Solving & Adaptability
- Teamwork & Collaboration
- High Integrity & Work Ethic

WORK EXPERIENCE

Helper / Production Assistant
GalvaPH Steel Product Company | Cebu City
December 2025 – February 2026

- Assisted in the production and preparation of galvanized steel products, ensuring quality standards.

- Handled materials, maintained inventory organization, and kept the workspace efficient and clean.
- Operated basic machinery and tools safely under supervision, learning processes quickly.
- Collaborated with team members to meet daily production targets.
- Strictly followed safety rules and regulations to ensure a hazard-free environment.

Live Streamer / Content Creator

TikTok

2024 – Present

- Managed daily live streams, developed content strategies, and engaged with the audience.
- Handled technical setup, troubleshooting of audio/visual equipment, and software operations independently.
- Analyzed performance data to improve engagement and viewership.
- Developed strong public speaking and communication skills through real-time interaction.

EDUCATION

Senior High School Graduate – ICT Strand

Semirara National High School

High School Diploma

Manapla National High School - Purisima Extension

Graduated: 2018

- Training: Completed Citizen Army Training (CAT) focusing on discipline, teamwork, and disaster preparedness.
- Note: Official records are currently being processed with DepEd Manapla Division.

REFERENCES

Available upon request.