# JAMES

CAREER OBJECTIVE

To established competence in my field of work for my profession and achieve a stable and progressive career path by enabling myself to open up on job opportunities which help me discover new potentials and abilities and further develop my craft which I can positively contribute to the company.

PERSONAL INFORMATION

Age: 33

Sex: Male

Birth date: February 14, 1982

Height: 5’8”

Weight: 170 lbs.

Civil Status: Single

Religion: Roman Catholic

EDUCATIONAL BACKGROUND

**1999-2002 Philippine Merchant Marine School**

Las Piñas City, Philippines

### Bachelor of Science in Marine Transportation

**1995-1999 Infant Jesus Institute**

Las Piñas City, Philippines

**1989-1995** **St. Andrew School**

Paranaque City, Philippines

EMPLOYMENT RECORDS

**May 2007 – January 2016 Air Freight 2100 INC.**

 **Manila, Philippines**

 ***Supervisor***

***JOB DESCRIPTION:***

* Load vehicles with listed goods, ensuring goods are loaded correctly and taking precautions with hazardous goods.
* Receive messages or materials to be delivered, and information on recipients, such as names, addresses, telephone numbers, and delivery instructions, communicated via telephone, two-way radio or in person.
* Plan and follow the most efficient routs for delivering goods.
* Deliver messages and items, such as documents and packages, between establishment departments, and to other establishments and private homes.

**March 2005 – March 2007** **Nestle Philippines**

 **Manila, Philippines**

**Sales Agent**

**JOB DESCRIPTION:**

* Describing services and explaining products
* Explaining the use and operation of devices to customers
* Demonstrating use or operation of product and service
* Recommending and selecting services based on customer need and desires
* Using skills and techniques to attain set goals and quotas for a variety of service plans
* Answering questions regarding the service, technology used for service
* Maintain and demonstrating knowledge of current promotions

**February 2003 – February 2005** **Diamond Hotel Philippines**

 ***Steward***

***J*OB DESCRIPTION:**

* Ensure all equipment is clean and in good working order
* Check all chemical levels and inventory
* Review Banquet Event Orders
* Set up stations
* Assist the Cooks and Servers as necessary
* Dispose of waste
* Ensure all items are clean according to sanitation guidelines
* Maintain a clean and organized work area
* Record all breakage

SKILLS

**Computer Literate, First Aid, Fire Fighting.**

**Job Seeker First Name / CV No: 1718448**

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