**Marlon**



[**Marlon.330110@2freemail.com**](mailto:Marlon.330110@2freemail.com)

**Objectives:** To obtain any position in any related area that would allow me to contribute my knowledge skills, and experience as a full time employee to the success of the institution.

**WORK EXPERIENCE**

**Q AND A REAL ESTATE BROKERAGE – from January to December (almost 1 year)**

**Admin Assistant / Photographer ( Lay off )**

**ETISALAT CHANNEL PARTNER (Sapphire Stallion) - From May 2015 to January 2015**

**Sales Executive / CSR (Company Project closed)**

**Resortrait Photographer (Various Sites)**

**DIGI PHOTO Entertainment Imaging Dubai**, DIP, Green Community, Jebel Ali, Dubai

October 13, 2012 up to present (End of Contract: October 11, 2014)

* Adjust apertures, shutter speeds, and camera focus based on a combination of factors such as lighting, field depth, subjects motion**.**
* Take pictures of individuals, families, and small groups, on location (various sites, such as Dubai Aquarium, Bab al Shams Desert Resort and Spa, Rixos Hotel, Dubai Mall, Bateaux Dubai Dhow Cruise, Burj khalifa and many more sites).
* Developing expertise with software to digitally enhance images by, for example, changing emphasis, cropping pictures, correcting minor faults, or moving objects around.

**Angeles city Travel and Tours**

**Office Assistant and marketing**

**May 15, 2012** to October 10, 2012

* Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information.
* Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
* Maintains equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund
* Maintains office schedule by picking-up and delivering items using automobile.
* Serves customers by backing-up receptionist; answering questions; forwarding messages; confirming customer orders; keeping customers informed of order status.
* Updates job knowledge by participating in educational opportunities.
* Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Studio Photographer / Photo editor**

**NATIONAL ART STUDIO,** Angeles, Pampanga

January – December 2009

* Manipulate and enhance scanned or digital images to create desired effects, using computers and specialized software.
* Produce computer-readable, digital images from film, using flatbed scanners and photofinishing laboratories.
* Perform general office duties such as scheduling appointments, keeping books, and ordering supplies.
* Use traditional or digital cameras, along with a variety of equipment such as tripods, filters, and flash attachments.

**Waiter**

**DIBA MUSIC LOUNGE ENTERTAINMENT SHOW CLUB,** Clark 3rd Gate Friendship Hi-way, Angeles City

January 2005 - July 26, 2007

* Responsible for providing courteous and efficient food and beverage services to the guests.
* To present menu, take order, suggest and recommend appropriately.
* To attend and respond to guests’ needs promptly and professionally.
* To present bills to diners, collect payment and give to the cashier, return change or credit card to diners.
* To perform general housekeeping and cleaning duties, including sweeping, mopping, cleaning glasses, furniture & fittings, lying of tables and up-keeping of rest room etc.

**Sales Executive**

**DENWA TELECOM,** Fields Avenue, Angeles City

2001 - 2002

* listening to customer requirements and presenting appropriately to make a sale;
* maintaining and developing relationships with existing customers in person and via telephone calls and emails;
* cold calling to arrange meetings with potential customers to prospect for new business;
* responding to incoming email and phone enquiries;
* acting as a contact between a company and its existing and potential markets;
* negotiating the terms of an agreement and closing sales;
* gathering market and customer information;
* representing their company at trade exhibitions, events and demonstrations;
* negotiating on price, costs, delivery and specifications with buyers and managers;
* challenging any objections with a view to getting the customer to buy;
* advising on forthcoming product developments and discussing special promotions;
* creating detailed proposal documents, often as part of a formal bidding process which is largely dictated by the prospective customer;
* liaising with suppliers to check the progress of existing orders;
* checking the quantities of goods on display and in stock;
* recording sales and order information and sending copies to the sales office, or entering figures into a computer system;
* reviewing your own sales performance, aiming to meet or exceed targets;
* gaining a clear understanding of customers' businesses and requirements;
* making accurate, rapid cost calculations and providing customers with quotations;
* feeding future buying trends back to employers;
* attending team meetings and sharing best practice with colleagues.

**WAITER**

**MONGKOKS DIMSUM HOUSE,** Mc Arthur Hi-way Balibago, Angeles City

1999 - 2000

* Check patrons' identification in order to ensure that they meet minimum age requirements for consumption of alcoholic beverages.
* Collect payments from customers.
* Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
* Take orders from patrons for food or beverages
* Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
* Serve food and/or beverages to patrons; prepare and serve specialty dishes at tables as required.
* Prepare checks that itemize and total meal costs and sales taxes.
* Remove dishes and glasses from tables or counters, and take them to kitchen for cleaning.
* Present menus to patrons and answer questions about menu items, making recommendations upon request.

**Waiter**

**Burger Mart,** Mc Arthur Hi-way Balibago, Angeles City

1997 - 1998

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**Service Crew / Food Attendant**

**TAPA KING**, Taft Avenue, San Fernando, Angeles Branch

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* To present bills to diners, collect payment and give to the cashier, return change or credit card to diners.
* To perform general housekeeping and cleaning duties, including sweeping, mopping, cleaning glasses, furniture & fittings, lying of tables and up-keeping of rest room etc.

**EDUCATIONAL BACKGROUND**

**BS Information Technology (Computer Science & Software Development)**

SYSTEMS PLUS COLLEGE FOUNDATION, Dep-ed ALS A&E (Bureau of Alternative Learning System)

Balibago Angeles City

March 25, 2007

**TRAINING AND SEMINARS**

**ADVANCE TURBO C++ CISCO2 Router and Routing Basics Data Encoder OJT**

Java Programming Language Systems Plus College Foundation **Clark Data Center / Diva Music Lounge**

Oracle, CISCO networking AICS Dau Mabalacat Pampanga Branch

Systems Plus College Foundation

**CISCO3 Switching Basic and Intermediate Routing CISCO1 Networking Basics CISCO4 WAN Technologies**

Systems Plus College Foundation SYSTEMS PLUS COLLEGE FOUNDATION Systems Plus CollegFound

Angeles City Pampanga Branch Angeles City Pampanga Branch Angeles City Pampanga Branch

**Oracle Database 10g: Introduction to SQL Java Programming Course**

**Oracle9i; Database Administration Fundamentals 1** Systems Plus College Foundation

Systems Plus College Foundation (Head SUN Microsystems Department, Mr. Edwin Bascon)

SPCF Balibago Branch Angeles Pampanga SPCF Central Campus