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**Name:** **WENDELL**

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**C/o-Contact No: +971505891826**

**Year of Birth: 1972**

**Location:** **Dubai, United Arab Emirates**

**Professional Qualifications**

Bachelor of Science in Radiologic Technology (BSRT)

Ago Foundation Collage

Naga City, Philippines

Associate of Radiologic Technology

Ago Foundation Collage

Naga City, Philippines

Professional Regulation Commission

Board Passer

X-Ray Technologist

Manila, Philippines

**Training/Seminar Completed**

Seeking a New Breakthrough SRF Operations

(An Internal Capability Building Program)

Golden Dragon International Terminals Inc.

Muelle de San Francisco, Port Area, Manila

Marine Environmental Protection and Oil Spill Response Training

4th/F Marsman Bldg. Muelle de San Francisco, Port Area Manila

Marine Pollution Inspection’s Training Seminar (MARPOL 73/78)

Marine Environmental Protection Command

Philippine Coast Guard, Manila

Competency Management System Assessor Training

South Harbor, Port Area, Manila

Key Instructor forPort Operations

ICTSI. North Harbor, Manila Philippines

Basic Safety Training

Asian Terminals Incorporated (ATI)

Batangas Port, Batangas City

Incident Management Training, North Harbor

Manila, Philippines

First Aide Training Course

Asian Terminals Incorporated (ATI)

G/Floor Old PPA Admin Bldg., Batangas Port, Batangas City

First Responder Course

Batangas Port, Batangas City

Mass Casualty Incident Management Drill

LRTA Operations Division, DOH/Phil. Red Cross

Automated Fare Collection System

(Operation of Passenger Agent Machine)

Light Rail Transit Authority (LRTA) Compound, Aurora Blvd.,

Pasay City, Philippines

**Career History**

April 16, 2012 – October 29, 2015

***Area Manager***

Golden Dragon International Terminals Inc.

Unit 251, 2nd Floor VelcoCenter

RS Oca Street Cor. Delgado St.

Port Area, Manila

May 4, 2003– June 15, 2010

***Area Supervisor***

Golden Dragon International Terminals Inc.

G/Floor Old PPA Admin. Bldg., Batangas Port

Batangas City, Philippines

August 16, 2010– February 27, 2012

***Housekeeping Supervisor***

Avenue Plaza

Magsaysay Avenue, Naga City

August 15, 2000– December 23, 2002

***Territorial Manager***

Drug Makers Laboratory Inc. (DMLI)

Sucat Road, Parañaque City, Philippines

May 19, 1997 – January 15, 2000

***Document Controller***

SPI TECHNOLOGIES INC. (formerly Saztec Phil. Inc.)

ISO 9002Certified Company

SPI BlgdPascor drive, Sto. Nino Parañaque City

December 15, 1995 – May 15, 1996

***Document Analyst***

SPI TECHNOLOGIES INC. (formerly Saztec Phil. Inc.)

ISO Certified Company

SPI BlgdPascor drive, Sto. Nino Parañaque City

September 17, 1996 – February 19, 1997

***Marketing Researcher***

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Montipino Bldg., Salcedo Village Makati City

May 1, 1993 – December 151993

***X-Ray Technician***

Bicol Regional Hospital

Panganibandrive Naga City, Philippines

**Summary**

It is always my goal to consistently enhance my skills and knowledge in all aspect of job at hand,the technical and administrative work and handling of people and other related area of work. This is because of my firm belief that I can establish a career path that will continuously call for intellectual challenge and personal growth and ultimately to be able to contribute the necessary support to the agency or company I will be part of.

**Key Achievements**

As Area Manager, I have a thorough understanding of area controls such as operation supervision in handling

Shore Reception Facility (SRF)such as vessel servicing supervision, port regulation, ensuring the operation activities are being done in accordance with all the port regulation set forth by the Philippine Port Authority.

As an Area Supervisor and being part of the pioneer of the company I was assigned to open up branches from different area in the Philippines, ensuring that every branches are continuously developing and maintain competency in all aspect of work in accordance with all the rules and regulation of the Philippine port Authority with regards to the implementations of MARPOL 73/78.

Being able to develop training materials for the operation of Shore Reception Facility (SRF) and conduct training for the newly hired employees.

Able to develop a turn-over report applicable to all personnel that will monitor operation movement on a 24 hour basis included on the report are the personnel, and company assets, that are being implemented in all branches.

**Work Experience**

**April 16, 2012 – October 29, 2015**

***Area Manager***

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

* Over-all in charge for the operation of LUZON area.
* Closely coordinating with the area supervisors in assuring that all plans and programs of the head office are being implemented.
* Management and supervision of the operation to ensure that cleaning services for the incoming vessels are within the standards set forth by the Authority.
* Ensure the safe and efficient management of production operation activities in keeping with company’s HSE, technical and financial objectives.
* Ensure that staff are performing their task as per the work flow as mandated within specified area of responsibility.
* Ensure that all transaction from day to day activities is properly monitored.
* Ensure timely accomplishment reports to be submitted from the main office and to the Philippine Port Authority (PPA).
* To ensure that the P.P.A. regulations with regards to Shore Reception Facility (SRF) operation are properly complied.

**August 16, 2010– February 27, 2012**

***Housekeeping Supervisor***

* Assigns workers their duties and inspects work for conformance to prescribed standards of cleaning.
* Investigates complaints regarding housekeeping service and equipment, and takes corrective action.
* Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments.
* Coordinates work activities among departments.
* Ensure for keeping the cleaning equipment are in good working condition.
* Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.
* Inventories stock to ensure adequate supplies.
* Evaluates records to forecast department personnel requirements.
* Makes recommendations to improve service and ensure more efficient operation.

**May 4, 2003– June 15, 2010**

***Area Supervisor***

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

* Responsible in the implementation of the operation programs formulated by the head office.
* Closely monitoring of all operational activities in the area of responsibility.
* Ensure strict compliance to the plan of the day and timely submission of the tour of duty report by Field Supervisors.
* Make a lateral coordination to support units regarding operational matters.
* Prepare pertinent documents for the smooth operation in the area.
* Ensure that all transaction from day to day activities is properly monitored.
* Ensure timely accomplishment reports to be submitted from the main office and to the Philippine Port Authority (PPA).
* To ensure that the PPA regulations with regards to Shore Reception Facility (SRF) operation are properly complied.
* Over-all in charge for assigned Branch.

**August 15, 2000– December 23, 2002**

***Territorial Manager***

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

* Arranging appointments with doctors, pharmacists and hospital medical teams, which may include pre-arranged appointments or regular 'cold' calling;
* Making presentations to doctors, practice staff and nurses in GP surgeries, hospital doctors, and pharmacists in the retail sector. Presentations may take place in medical settings during the day or may be conducted in the evenings at a local hotel or conference venue;
* Organizing conferences for doctors and other medical staff;
* Building and maintaining positive working relationships with medical staff and supporting administration staff e.g. receptionists;
* Managing budgets (for catering, outside speakers, conferences, hospitality, etc);
* Keeping detailed records of all contacts and reaching (and if possible exceeding) annual sales targets;
* Planning work schedules and weekly and monthly timetables. This may involve working with the area sales team or discussing future targets with the area sales manager. Generally, medical sales executives have their own regional area of responsibility and plan how and when to target health professions;
* Regularly attending company meetings, technical data presentations and briefings;
* Keeping up with the latest clinical data supplied by the company and interpreting, presenting and discussing this data with health professionals during presentations;
* Monitoring competitor activity and competitors' products;
* Developing strategies for increasing opportunities to meet and talk to contacts in the medical and healthcare sector;
* Staying informed about the activities of health services in a particular area;
* Working with team managers to plan how to approach contacts and creating effective business plans for making sales in a particular area of responsibility.
* Updating sales books and ledgers.
* Monitoring outstanding receivables.

**May 19, 1997 – January 15, 2000**

***Document Analyst/ Document Controllert***\*

* Document analysts are the first to receive rough copies of company forms, literature and advertisements. They are responsible for making the proper changes in grammar, punctuation and sentence structure.
* Document analysts are required to arrange and format company forms, literature and advertisements to create the most effective, understandable and organized appearance.
* Review and analyst data placed into a data warehouse for accuracy, according to the Data Administration. Part of it is to recommend enhancements to record systems, as well as data acquisition processes to improve the accuracy of operation data. In addition, data quality analysts are responsible for reviewing the referential and historical integrity of data warehouse information. They are in charge of quality assurance for information systems.
* Monitor compliance of data flows against data quality standards. In addition, data quality analysts develop, document and maintain data quality goals and standards. They report to management on the progress of data quality improvement and help resolve data quality problems through appropriate process design strategies, as well as error detection and correction tests and procedures.
* Document analysts are required to keep proper records of all company forms, literature and advertisements. This includes filing and providing backup copies of all company documents and forms.
* Responsible for keeping all company forms in proper condition organized and filed and also performed overall function of a company as required to successfully complete a variety of form-related tasks.

**September 17, 1996 – February 19, 1997**

***Marketing Researcher***

* Contact businesses or private individuals by telephone in order to solicit sales for goods or services, or to request donations for charitable causes.
* Explain products or services and prices, and answer questions from customers.
* Obtain customer information such as name, address, and payment method, and enter orders into computers.
* Record names, addresses, purchases, and reactions of prospects contacted.
* Adjust sales scripts to better target the needs and interests of specific individuals.
* Obtain names and telephone numbers of potential customers from sources such as telephone directories, magazine reply cards, and lists purchased from other organizations.
* Answer telephone calls from potential customers who have been solicited through advertisements.
* Telephone or write letters to respond to correspondence from customers or to follow up initial sales contacts.
* Maintain records of contacts, accounts, and orders.
* Schedule appointments for sales representatives to meet with prospective customers or for customers to attend sales presentations.
* Conduct client or market surveys in order to obtain information about potential customers.
* Deliver prepared sales talks, reading from scripts that describe products or services, in order to persuade potential customers to purchase a product or services.

**December15, 1995 – May 15, 1996**

***Document Analyst***

\* (Please see reference job descriptions above for SPI)

**May 1, 1993 – December 151993**

***X-Ray Technician***

* Responsible for preparing patients for X-ray filming and performing imaging procedures on patients. Operate X-ray and MRI machines to perform scans on parts of the body were an abnormality or an injury is suspected.
* Assigned mostly in the radiology rooms of clinics, hospitals and diagnostic imaging centers or perform other function as mandated by job.
* Assists physician in performing special procedures such as computerized tomography (CT), flouroscopies and electrocardiograms.
* Operate X-ray equipment such as computerized tomography (CT) equipment. Some cases assists in performing flouroscopies and electrocardiograms.
* In charge for develop and process of X-ray film and prepare the film for viewing by a physician or other healthcare professional

**Personal Skills:**

* Good speaker and can communicate efficiently in English
* Capable in meeting demanding and challenging task.
* Willing to work full time or long hours.
* Team Leader
* Can managed people
* Customer Service focused
* Ability to perform multitask
* Ability to tactfully handle stressful and difficult situations
* Possess strong problem solving skills
* Professional driver (Philippine Driver License holder)