

**CLARK**

**CLARK.372986@2freegmail.com**

**SUMMARY SKILLS**

**Management**

 • Skilled in delegating tasks and motivating team players to achieve best goals; able to build and lead creative teams that develop.

**Communication**

 • Excellent in presenting and communicating complex ideas clearly; friendly and open-minded; committed to client satisfaction.

**Office Administration**

 • Coordinating office activities and operations to secure efficiency and compliance to company policies; Supervising administrative staff and dividing responsibilities to ensure performance; Managing agendas for upper management.

**Office Management Tools**

 • Microsoft: Word, Excel, Outlook, PowerPoint

**Written and Verbal Skill**

 • Excellent in handwriting and grammatical command; Clear, concise word pronunciation.

**Personal Strength**

• Ability to organize, prioritize and work under extreme work pressure, heavy work load and deadlines; Encouraged creativity and higher-order thinking to increase staff's performance.

**Security**

• Well-trained in surveillance and dealing with perpetrators; Maintains safe and secure environment for customers and employees by patrolling and monitoring premises and personnel.

**WORKING EXPERIENCES:**

**BRIGHT RESPONSE MANPOWER AGENCY**

LM Power Bldg. 106 Rodriguez Jr. Ave Libis Quezon City, Philippines

**Operation Manager**

March 2015 to June 2017

**Duties and Responsibilities:**

* Coordination and Supervision - Coordinate, manage and monitor the workings of various departments.
* Implement departmental and organizational policies and procedures to maximize output.
* Monitor adherence to rules, regulations and procedures.
* Placement of required staff; establishment of organizational structure; delegation of tasks and accountabilities. Establish work schedules.
* Monitor and evaluate performance.
* Communication - Monitor, manage and improve the efficiency of support services
* Facilitate coordination and communication between support functions. Strategic Input - Liaison with Supervisors and staff.
* Assist in the development of strategic plans for operational activity. Implement and manage operational plans.

**NATIONAL BUREAU OF INVESTIGATION**

Main office Taft Avenue, Metro Manila, Philippines

**Executive Assistant to the Director - Cyber Crime Division**

February 2013 to February 2015

**Duties and Responsibilities:**

* Prepare Monthly operation report
* Assess forwarded relative report to the director office
* Monitor/investigate all income outgoing treat pertaining cyber crime
* Conduct operation raid
* Updates disbursement and monitoring cash position report.
* Petty cash custodian

**MISG Security Agency Inc.**

Madison Square Bldg. Metropolis. Brgy. Bagumbayan, Quezon City, Philippines

**Admin/Operation Officer**

January 2011 to December 2012

**Duties and Responsibilities:**

* Updates disbursement and monitoring cash position report.
* Petty cash custodian
* Supervise the work of office staff,
* Ensures timely recording of office staff transactions.
* Ensure timely MDR
* Prepare other reports as maybe required by the Managing director.
* Keeps admin files and records.
* Keeps company corporate documents and other business documents.
* Firearms/Radio custodian

**CTU Security & Investigation Agency**

General Tuna Corporation.

Brgy Tambler, General Santos City, Philippines

**Admin/Checker**

February 2007 to December 2010

**Duties and Responsibilities:**

* Security Checker (2007)
* Shift in charge (2009)
* Admin/Operation (2010)
* Updates monthly monitoring report FA’s and Other equipment

**RMCS/SAT Consultancy Services**

Security Audit Team-Mindanao, Century Canning Corporation

General Santos City, Philippines

**Admin/Operation**

February 2005 to February 2007

**Duties and Responsibilities:**

* Administrative Staff;
* Updates disbursement and monitoring cash position report
* Operations Staff;
* Plant Security Threat Analyzer.
* Constantly submit to Management updated result of which recommendations are forwarded relative thereto so as to lessen negative effect of said threat/s, if not totally neutralized it).

**SEMINARS and TRAININGS all in the Philippines:**

**Basic Occupational Safety and Health** February 2016

Champaca Room Club Filipino Corner Elsenhower

North Greenhill, San Juan City

**Basic Supervisory Course** October 2015

SOSIA Philippine National Police

Camp Crame, Quezon City

**Basic Gun Safety** April 2013

**Philippines Practical Shooting Association**

**Of the Philippines**

**Counterterrorism Strategy, Tactics and Skills** March 2013

Camp Aguinaldo,

**NBI Special Investigator’ Basic Training Course** February 2013

National Bureau of investigation

Taft Ave, Metro Manila

**Hazard Analysis Critical Control Point (HACCP) and** July 2008

**Good Manufacturing Practice (GMP) Seminar**

Department of Trade and Industry

General Santos City

**EDUCATIONAL ATTAINMENT:**

**College** : **ATENEO DE ZAMBOANGA UNIVERSITY**

  **Bachelor of Science in Commerce**

 **Graduate**

 La Purisima st, Zamboanga City

 Year 2004