

**EDUCATIONAL BACKGROUND**

**COLLEGE:**

2013-2017

University of Cagayan Valley, Tuguegarao City - **Bachelor of Science in Marine Engineering**

**SECONDARY LEVEL:**

2009-2013

Kalinga Apayao State College Laboratory High School, Tabuk City, Kalinga

**SEMINAR AND TRAININGS ATTENDED THROUGH EDUCATION:**

* Proficiency in Basic and Advanced English
* Basic Training in Fire Fighting and Fire Prevention
* Basic Training in Elementary First Aid
* Personal Safety And Social Responsibility
* Earthquake and Fire Drill Seminars
* Naval Reserve Officers Training Corps Cadet

**PERSONAL DATA:**

Date of Birth: September 10, 1996

Civil Status: Single

Nationality: Filipino

Gender: Male

Height: 165 cm

Weight: 55 kg

Visa Status: Tourist Visa

**RELEVANT SKILLS:**

* Communication
* Costumer Service
* Personal Safety
* Public Interaction

**PAUL**

**Mobile No.**: C/o 971506425478

**Email**: [paul.377495@2freemail.com](mailto:paul.377495@2freemail.com)

**OBJECTIVE**

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family and the opportunity to help the company advance efficiently and proficiently.

**WORK EXPERIENCES**

**ENGINE CADET**

**Medallion Transport Inc**. Cebu City Philippines

August 30, 2016 – August 30, 2017

* Assisting 2nd Engineer in machinery jobs
* Doing paper works and filling up important documents for the managerial officers onboard
* Data encoder
* Assists in making schedule of duties

**LOGISTIC OFFICER/ CARGO CHECKER**

**Medallion Transport inc**. Cebu City Philippines

February 13, 2016 – August 28, 2016

* Checking of delivered cargoes if any damage is present
* Ensuring that the declared amount/pieces of cargoes in the Bill of Lading is exact to the delivered cargoes.
* Ensure cargoes are safely loaded in container vans and on the ship.
* Safety keeping and filling of the important documents.

**Waiter**

**Hotel Roma** Tuguegarao City, Cagayan Philippines

October 12, 2014 – January 10, 2016

* Welcoming the guest before entering the door
* Assisting the guest to their table and taking their orders
* Basic table set-up as per the Hotel standards
* Serving and clearance to the guest during operation
* Attending to the guest needs
* Checking the buffet every five minutes
* Ensure the guest satisfaction

**SKILLS AND QUALIFICATIONS:**

* Excellent communication skills
* MS Word, Excel, PowerPoint
* Excellent computer skills
* Sharp listening
* Excellent typing
* Client Interface/relationship
* Fast learner and capable of handling pressure
* Excellent time management skills.