

Melvis Grace Galabasa

Lapu-Lapu City, Cebu

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Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background and ability to work well with people who will allow me to grow personally and professionally.

Work Experience

Coordinator

Utilization & Logistics - Cebu City

March 2018 to Present

Being a Utilization and Analyst Coordinator at Monark Equipment Corporation are obliged to:

- Do Fleet Monitoring and updates data every week
- Time monitoring of heavy equipment rental hours usage and inform costumers right away.
- Coordinate and email Rental Experation Noticed to costumers.
- Review the time usage of heavy equipment operators
- Coordinates trucking services and ensure Heavy Equipments delivery are just on time.

News Correspondent Volunteer (Serbisyo Degamo)

Bayawan City

October 2015 to November 2015

Education

Bachelor of Mass Communication in Mass Communication

NEGROS ORIENTAL STATE UNIVERSITY

2013 to 2017

Sta. Catalina National High School

2007 to 2011

Sta. Catalina Elementary School

2001 to 2007

Skills

- Self-Management
- Handling Pressure
- Communication Skills (written and oral)
- Microsoft Excel

- Microsoft Office
- Microsoft Word
- Microsoft Powerpoint
- Knows how to handle costumer well
- Excellent Verbal Communication both Tagalog and English