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| |  |  | | --- | --- | | **Greg Ian Landero Guipo**  Atis Street, Sta Isabel Village, Isabang,Lucena Quezon, Philippines 4301 Mobile No.: +639198356598 Email Add: [ianpogui@yahoo.com](mailto:ianpogui@yahoo.com) Skype ID:greg.guipo79 LinkedIn: <https://www.linkedin.com/in/gregianguipo/en>  **Current Location:** Philippines **Availability:** I can start for work as soon as possible. |  |  |  |  | | --- | --- | | **PERSONAL DATA** | | | Age: | 36 | | Date of Birth: | Jan 2, 1979 | | Gender: | Male | | Civil Status: | Married | | Height: | 169 cm | | Weight: | 63 kg | | Nationality: | Filipino | | Religion: | Christianity - Catholic | | Permanent Address: | Philippines |  |  |  |  | | --- | --- | --- | | **WORK EXPERIENCE** | | | | **I have been working for 23.48 year(s).** | | | | 1. | Position: | **Procurement Officer** | | Duration: | Oct 2013 - Mar 2015 (1.4 yrs) | | Company: | Sterling Operations Inc (formerly EODT Inc) | | Company Industry: | Environment / Health / Safety | | Location | Erbil, Kurdistan, Northern Iraq | | Department: | Mine Action and Clearance | | Job Description: | Handles major procurement activities of all Mine Action Iraq: - Work includes  request for quotes and proposals, pricing and review  - Processed more than 100 Purchase Order Requisitions with total value of USD $4,000,000\*\*  - Issues purchase order to vendors, review and approves invoices and maintains register of all rental agreements of vehicles and accommodation.  - Screening and  Vetting of Vendors through E-Commerce visual compliance  - Training of Buyers and Purchasers assigned at 4 Project Sites  - Document Controller for all Mine Action Projects - Coordinates Travel/Flight & Hotel Booking for 15 Expats and TCN - preparation of Expense Reports - Manages accommodation facilities of expatriates - Prepares Bidding Documents for Business Development Team | | 2. | Position: | **Support Services Officer** | | Duration: | Jun 2013 - Oct 2013 (0.3 yrs) | | Company: | Sterling Operations Inc (formerly EODT Inc) | | Company Industry: | Environment / Health / Safety | | Location | Erbil, Kurdistan, Northern Iraq | | Department: | Mine Action And Clearance | | Job Description: | In direct support to the Project Management, Greg is in charge of  - handling of financial reports of the mine action Iraq  - request and transfer of funds, prepares payroll of expatriates and local national, payment of vendors  - handles procurement requisitions using CostPoint 7  - manages all procurement and vendor files - manages HR Database, prepares timesheets and payroll  - plan and coordinates home leave for all employees as directed  - prepares flight booking and coordinate travel for mine action employees  - prepare daily, weekly and monthly reports as requested by supervisory chain-of-command  - functions as badge officer, take photo, prints and layout office Badge / Identification Cards of employees - receive incoming emails & communications from Human Resource Department daily roll up reports  - manages filing systems of all employment contracts and personal documents, training records  - operates business machines such as laptop, shredder, photocopier/scanner, fax machine, radio communications, internet/intranet  - maintains inventory of mine action equipments | | 3. | Position: | **Office Administrator** | | Duration: | Nov 2011 - May 2013 (1.5 yrs) | | Company: | Sterling Operations Inc (formerly EODT Inc) | | Company Industry: | Environment / Health / Safety | | Location | Erbil, Kurdistan, Northern Iraq | | Department: | Mine Action And Clearance | | Job Description: | - Administrative support  role to the  Project Management Team - Trains new office managers and Logisticians for Duhok, Erbil, Sulaymaniyah, & Basra Branches, -  Performs Human Resources & Travel Coordination functions - performs minor network and computer troubleshooting support  - records  cash logs and expense reports - operates desktop software Costpoint 7, I-Vantage, In-Circuit, E-Commerce: Visual Compliance, Hummingbird Document Control, In Citrix - Booking of Airline tickets and hotel accommodation for Expatriates and TCNs,  - Process Residency and Entry Visas for New Hires. - Prepares Bidding Documents for the Project Managers which results to 5 Major Project Bid Awards for Sterling /EODT in Kurdistan and Basra, Iraq.  - Movement Coordination in Iraq | | 4. | Position: | **Radio Operator - Tactical Operations** | | Duration: | May 2010 - Nov 2011 (1.5 yrs) | | Company: | EOD Technology Inc | | Company Industry: | Security & Protection Services | | Location | Baghdad, Iraq | | Department: | Tactical Operations / Personal Security Detail | | Job Description: | -tracking of PSD convoy missions on MTS, GDMS and Tapestry GPS Tracking Systems  - receives radio traffic from convoy missions and inter department radio network  - receives telephone calls, receives and replies to email and office correspondence  - maintains logs of activities of PSD convoy missions and other significant events such as IED    explosions and road closures, alarms  - coordinates with Contractors Operation Centre (CONOC) and EODT Intelligence Officer for every convoy mission movement  - submits Daily PSD movement reports to CORs, Force Protection Officer, Camp Shield Mayor, Project Manager, Deputy PM and PSD Team Leaders / - performs Administrative Functions. | | 5. | Position: | **CCTV Operator** | | Duration: | Feb 2010 - May 2010 (0.2 yrs) | | Company: | EOD Technology Inc | | Company Industry: | Security & Protection Services | | Location | Baghdad, Iraq | | Department: | CCTV Surveillance | | Job Description: | - operates and monitors all surveillance camera and Thermal camera for a US Forces-Iraq Base Perimeter  - coordinates with the Force Protection Officer for internal and external incidents detrimental to the security of the camp  - records all or specific events and actions taken in both dvd/cd digital media format and maintains accurate written logs of events  -provides an efficient and courteous radio and telephone answering service and deal efficiently with all inquiries. | | 6. | Position: | **Office Administrator** | | Duration: | Jun 2009 - Jan 2010 (0.6 yrs) | | Company: | EOD Technology Inc | | Company Industry: | Security & Protection Services | | Location | Baghdad | | Department: | Human Resources | | Job Description: | Officer-in-Charge / monitors training database/roll-up of personnel / administers delivery of EODT Inc New Hire Orientation Package using Multimedia Training Modules. / conducts and supervise New Hire Training Exams using EODT Online Testing Center. / encode personal and weapons training data of more than 500 security personnel into the system-ensures that company policies and arming authorization procedures are met ./ receive incoming emails & communications from Human Resource Dept daily roll up reports / manages filing systems of all contracts and employee’s personal documents, training records / Printed & Bind 1,000 training manuals for security personnel | | 7. | Position: | **Office Administrator** | | Duration: | Nov 2007 - Sep 2008 (0.8 yrs) | | Company: | EOD Technology Inc. | | Company Industry: | Others | | Location | Camp Shield, Baghdad, Iraq | | Department: | Training Department | | Job Description: | - Processing: Input data into the system, client/consultant information as required, contracts and candidate/client agreements - Quality Control: Ensures that company policies and processes are met regarding signing authority, approval signatures and documentation is properly completed -process training request and documents for incoming and outgoing staff -prepares documentation of training activities -schedules activities of training in coordination with trainer -receive incoming emails & communications from Human Resource Department daily roll up reports - manages filing systems of all contracts and employee personal documents, training records -use of office equipments such as laptop, shredder, photocopier/scanner, fax machine, radio communications, internet/intranet -Confidentiality: maintain confidentiality of company and personnel records -Clear, concise and pleasant verbal and written skills in English -manages supply of office materials | | 8. | Position: | **Audio Video Administrator** | | Duration: | Sep 2007 - Oct 2008 (1.1 yrs) | | Company: | EOD Technology Inc. | | Company Industry: | Others | | Location | Baghdad Iraq | | Department: | Surveillance & Security | | Job Description: | -coordinates with the Law & Order Task Force of Multi National Forces Iraq and Iraqi Local Nationals -Video Switching  -Postproduction Non Linear Editing work  -Video Conversion using Final Cut Compression -Video Editing using Final Cut Edit Pro  -Operates Remote Control Camera (Sony)  -Operates Desktop/Laptop Editing Computer (Mac,PC)  -Maintenance of audio/video equipments, microphones and camera  -operates video switcher -operate audio mixer  -edit raw photos, audio/video using Adobe Photoshop, Final Cut Pro, Adobe Premiere -use of compression tools for audio/video editing -produce DVD copies for the clients -prepare weekly reports and materials inventory -archiving of media files -Maintains high confidentiality of identities. -safekeeping of audio video equipments | | 9. | Position: | **Contracts Administrator** | | Duration: | Jul 2005 - Aug 2007 (2.1 yrs) | | Company: | Landrock Construction | | Company Industry: | Construction / Building / Engineering | | Location | General Santos City | | Department: | Administrative | | Job Description: | -Writing and printing of technical bids for government and commercial projects -Answers phones and greet visitors.  -Organizes and manages office file system and reference library.  -Makes travel arrangements for office staff. Maintains and updates mailing lists. Conducts photocopying and large mailings.  -Arranges, provides staff support and takes minutes for meetings. Schedules equipment and building maintenance.  -Maintains stocking, organization and inventory of office supplies. Maintains overall office organization.  -Performs other miscellaneous job-related duties as assigned. | | 10. | Position: | **Customer Service Asst.** | | Duration: | Aug 2000 - Sep 2007 (7.1 yrs) | | Company: | General Santos City Water District | | Company Industry: | Construction / Building / Engineering | | Location | General Santos City, Philippines | | Department: | Commercial Services | | Job Description: | -prepare daily reports of Division Manager, -Data Entry, preparing Bill of Materials, updating Customer accounts, -Prepare Accounts payable ledger, accounts receivable ledger, assits in budget preparation. -prepare payroll of contractual employees -prepare business letter for Division Manager sales team leader, conduct door to door marketing, front-line marketing service, telemarketing  -Receiving inquiries on telephone and from walk-in clients pertaining to water service application, Sales Marketing of applicants for water service connection customer’s account information, billing schedule, disconnection schedule, and customer complaints. -Conducting indoor & field orientation / seminar on water service application and billing procedure resulting to 15,000 well informed clients -Prepares marketing plans, and strategies with consultation to division manager -Data Entry, preparing Bill of Materials, updating Customer accounts, Accounts payable ledger, accounts receivable ledger, budget preparation. -Preparing public notices on water service interruption through mass media resulting to 80% decrease in complaints -Prepare water conservation flyers & media information -Operates desktop/laptop computer, fax machine, paper shredder, photocopying machine | | 11. | Position: | **Photographer/Videographer** | | Duration: | Aug 2000 - Sep 2007 (7.1 yrs) | | Company: | General Santos City Water District | | Company Industry: | Utilities | | Location | General Santos City, Philippines | | Department: | Commercial Services | | Job Description: | -take digital & film photographs of corporate activities -take video of corporate activities for documentation -take photographs of construction projects -take photographs & video of water facilities |  |  |  |  | | --- | --- | --- | | **EDUCATION** | | | |  | **Highest Education** | **Second Highest Education** | | Education Level: | Bachelor's / College Degree | Vocational Diploma / Short Course Certificate | | Education Field: | Commerce | Others | | Course: | Management Accounting | Caregiver Training Course | | School/University: | Notre Dame Of Dadiangas College (University) | Fil-Canadian Training & Development Center | | Location: | General Santos City | General Santos City | | Date: | Jun 1995 - Oct 1999 | Jun 2003 - Dec 2003 |  |  |  |  |  | | --- | --- | --- | --- | | **SKILLS** | | | | |  | **Skill** | **Level of Proficiency** | **Remarks** | | 1 | MS Word, Excel, Powerpoint, Outlook, Publisher |  | Proficient | | 2 | Computer Encoder |  | Proficient | | 3 | Public Speaking | 5 - Expert | Experienced | | 4 | Typing Skills | 4 - Advanced | 60-75 wpm | | 5 | Graphics Design | 3 - Average | Photoshop, Corel, Publisher, Powerpoint | | 6 | Digital Photography | 2 - Fair | intermediate | | 7 | Audio Video Editing | 2 - Fair | Final Cut Pro, Corel, Windows Movie Maker |  |  |  | | --- | --- | | **TRAININGS/SEMINARS** | | | **Date** | **Topic/Course Title** | | Sep 2007- Oct 2007 | Audio Video Operation & Editing EOD Technology Inc Rusafa District, Baghdad, Iraq | | Sep 26, 2005- Sep 27, 2005 | News Writing, Photography, Photojournalism, Editing, Web Page Content Management System Department of Trade & Industry Makilala, North Cotabato | | - Nov 2000 | Public Relations & Marketing Local Water Utilities Administration Davao City | | - Mar 2006 | Newsletter Planning & Production Philippine Association of Water Districts, Inc. Butuan City | | - Oct 4, 2006 | Intro to Corporate Communications & Public Relations Local Water Utilities Administration General Santos City |  |  |  |  |  | | --- | --- | --- | --- | | **LANGUAGES SPOKEN** | | | | |  | **Language** | **Proficiency Level** (5=Excellent; 1=Poor) |  | | 1. | English | 4 |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **AVAILABLE DOCUMENTS** | | | | | | **Passport** | | | | | | Number: | EB4711040 |  | Expiry Date: | Feb 14, 2017 | | Place of Issue: | PE BAGHDAD |  | Date of Issue: | Feb 15, 2012 |  |  |  | | --- | --- | | **REFERENCES** | | | Laura Jolley | HR Director Sterling Operations Inc  Tel.No.: +1865-988-6063 Email: laura.jolley@sterlinggo.com Relationship: HR | | Kevin Russell | Finance Principal Sterling Operations Inc  Tel.No.: +660800714630 Email: kevin.mortgage@gmail.com Relationship: Previous Manager |  |  |  | | --- | --- | | **SAMPLE WORK** | | | **1.** [**Photos at Work**](https://s3-us-west-2.amazonaws.com/qxbiodata/portfolio/2015/3/Guipo_2848592_704.pdf) |  | | Description: Awards and Recognition Law and Order Task Force CCTV in Action Radio Room Operations |  | |