

Leonard De Lara Baligod

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+639368957024



Present Address:

Lot 4 Blk 55 PH3 F2 C-4 Dagat Dagatan Brgy. 008 District 2,
Caloocan City 1421, Metro Manila, Philippines

Permanent Address:

Purok 3 Guapito St., Brgy. Sta Rita, Cabiao 3107, Nueva Ecija,
Philippines

Basic Information

Age 29	Birth Date Feb 11, 1994	Gender Male	Civil Status Married
Height (cm) 168	Weight (kg) 74	Nationality Filipino	Religion Christianity - Catholic

Work Experience

I have been working for 11.02 years

Jan 2020 - PRESENT
(3 Years, 4 Months)

Inventory Clerk / Graphic Artist

Bliss General Merchandise
Retail / Merchandise

Lot 4 Blk 55 PH3 F2 C-4 Dagat Dagatan Brgy. 008, District 2, Caloocan
City, Philippines

- Photograph and write descriptions of the items that will be posted in online store.
- Received and processed the orders from the online store.
- Managed the items received from the suppliers and recorded it in the inventory system.
- Managed the repacking and preparing of ordered items and sent it to the partner courier.
- Answered customer query from the chat box of the online store.

Oct 2012 - Jan 2020
(7 Years, 3 Months)

Graphic Artist / Cashier / Machine Operator

Info Station Corporation

Printing / Publishing

1639 Jose Abad Santos Quiricada St. Tondo, Manila, Philippines

- Created new template and graphic design for invitation, tarpaulin, stickers and souvenir using Photoshop.
- Created and modified design as per customer request.
- Assisted customer to choose the design and final lay-out.
- Printing of invitation, greeting cards, stickers and tarpaulin.
- Answering phone calls and query of customers.
- Assisted inventory of computer and printing supplies.

Nov 2011 - Feb 2012
(3 Months, 4 Weeks)

Encoder / Receptionist

Almer's Digital Printing and Audio Visual Presentation

Printing / Publishing

San Nicolas, Gapan City On-the-Job Training (OJT)

- Assisted to created graphic design for invitation, tarpaulin, stickers and souvenir.
- Encoded customers profile and maintain records.
- Cutting stickers and badge pin.
- Assisted customer and answering phone calls and query of customers.
- Printing invitation, greeting cards, stickers and tarpaulin.

Educational Attainment

Jun 2010 - Apr 2012

College for Research and Technology

Vocational Diploma / Short Course Certificate

Two-Year Computer Science in Information Technology (CSIT)

Government Documents

Passport

ID Number: P9826193A

Place of Issue: DFA Manila

Date of Expiration: Dec 04, 2028

Skills

Skills and Interests are encoding documents, designing template, graphics & editing photos using Adobe Photoshop

Languages

Tagalog | English

Character References

Marvin V. Dizon

Store Officer / Graphic Artist

Abeth InfoStation Corp.

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marvindizon@gmail.com

Paul John R. Martin

Application Developer

Atos Philippines

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