

# ELIJAH ALEXIE MACHACON

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## CAREER OBJECTIVE

I am currently looking for a part-time job in a reliable company wherein I can utilize all the skills and expertise and partake to my colleagues.

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## EXPERIENCE

### **Dispatch Manager**

Aces Staffing Solutions (Edmonton, AB, Canada) – February 2023 – Present

- Daily Dispatch Scheduling
- Ensuring all crew requirement of clients are met
- Ensure compliance with policies, procedures for safety and security standards and regulations of the company site supervision and check-up of crew at jobsites
- Requisition supplies and Materials
- Actively looking and interviewing new applicants
- Going in containment/demolition work if needed
- Train workers in their job duties
- Conduct performance reviews of supervised workers
- Resolve various problems and related complaints and implement corrective measures

### **Cook / Food Service Attendant**

EdoJapan – KCENJP Inc. (Edmonton, AB, Canada) – June 2022 – February 2024

- Food Preparation and Meal Completion
- Cooking Food on the Teppanyaki Grill
- Sushi Preparation and Making
- Food Handling
- Inspect Kitchens and Food Service Areas

### **Territory Manager**

Pepsi-Cola Products Philippines (Cebu, Philippines) – November 2018 – April 2022

- Sales Management
- Sales Distribution
- Sales Monitoring
- Sales Execution
- Marketing
- Business Management and Business Partner Management
- Organization and People Development
- Financial Resource and Cost Management

**Internship**

Commission on Population Region VII (Cebu, Philippines) – March 2017 – May 2017

**EDUCATION****Bachelor's Degree in Economics minor in Business Track**

University of San Carlos

July 2018

Cebu City, Philippines

**Secondary Education**

La Salle Academy

March 2013

Iligan City, Philippines

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**VOLUNTEER EXPERIENCE****Public Relations Officer**

Carolinian Economics Society – 2017 – 2018

- 3-day activity of feeding homeless people during term breaks

**3<sup>rd</sup> Year Representative**

Carolinian Economics Society – 2016 – 2017

- 3-day activity of feeding homeless people during term breaks
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**SKILLS and EXPERTISE**

- Able to work well both independently and within a team, and willing to take on responsibility
- Hard-working and willing to learn
- Motivated to perform key tasks critical thoroughly and flexibly to growth and self-development
- Has strong analytical, interpersonal, presentation, and communication skills
- Trained to handle concurrent tasks efficiently
- Knowledgeable in various Microsoft Office applications
- Able to establish good rapport with colleagues and other professionals
- Highly proficient in Statistics and Statistical Software (STATA)
- Manage individual and team quotas
- Create sales plans and proactively innovate to improve execution on tasks
- Monitor progress in real time and analyze data
- Mentor individual sales representatives
- Multilingual (English, Filipino, Cebuano)

## **CHARACTER REFERENCE**

**Gail Kiamco**  
Financial Sales Representative  
Money Mart  
+1 825 888 0728

**Kaye Mendiogarin**  
Restaurant Manager  
EdoJapan  
+1 403 429 0392