

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.

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

VOLUNTEER EXPERIENCE

Public Relations Officer

Carolinian Economics Society – 2017 – 2018

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

3rd Year Representative

Carolinian Economics Society – 2016 – 2017

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

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

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