

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

Operations & Dispatch Manager

Aces General Services Ltd. (Edmonton, AB, Canada) – February 2023 – Present

- Manage daily operations, projects and supervise activities like drywall and insulation installation, asbestos/mold, demolition and installation, contents processing
- Oversee, organize and plan the tasks of employees involved in drywall installation, mudding, taping, insulation, and painting. Running company operations through the supervision of labourers, apprentices, and subtrades.
- Coordinating with other clients/subtrades for daily scheduling, communicating with project managers' concerns and develop strategies in order to adhere to project timelines
- Ensure compliance with policies, procedures for safety and security standards and regulations of the company; site supervision and checkup crew at jobsites
- Manage materials, supplies, and equipment, PPE and provide responsibilities, safety protocols, and company policies to subtrades
- Daily dispatch scheduling, prepare progress of the projects, and generate reports tracking work progress
- Receiving emergency and non-emergency calls and request from clients and ensuring all crew requirements are met especially in last minute changes
- Actively looking, interviewing, and selecting the right candidates to meet the company's need, recommend promotions, supervise workers in their job duties and conduct performance reviews
- Resolve various problems and related complaints and implement corrective measures to improve productivity

Sushi Chef

Mikado Restaurant Ltd. (Edmonton, AB, Canada) – March 2024 – Present

- Cook Japanese dishes and specialty foods, sashimi, sushi, sauces, soup, salads, vegetables, meat, poultry and fish dishes
- Create decorative display for special events such as banquets
- Create new recipes
- Supervise cooks and other kitchen staff

Food Service Attendant

Edo Japan – KCENJP Inc. (Edmonton, AB, Canada) – June 2022- February 2024

- Food preparation and Meal Completion
- Cooking Food on the Teppanyaki Grill
- Food Handling
- Inspect Kitchens and Food Service Areas

Territory Manager

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

- Sales Management – Set objectives and monitor results following the TU Principles in order to attain sales and productivity targets
- Distribution – Set, execute, and monitor plans and programs in order to achieve distribution and productivity targets
- Marketing – Execute and monitor the implementation of national and local marketing programs of routes in order to ensure product presence and awareness and generate sales
- Financial Resources and Cost Management – Manage and control A/R, route shortage, discounts, deals, DIPs, concessions, and powered coolers of routes in order to optimize utilization
- Organization and People Development – Develop his front-liners using the field coaching and motivation principles in order to build and sustain a competent sales force
- Business Partner Management – Implements business partner management processes and tools in order to ensure sustained profitability of AS&D operators and partners

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
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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 flexibility to growth and self-development
- 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
- Kitchen Operations
- Multilingual (English, Filipino, Cebuano)

CHARACTER REFERENCE

Gail Kiamco
Client Service Representative
ATB Financial
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