



CRIS JULIUS B. NAYRE

OBJECTIVES

Seeking a position whose exemplary skills will contribute to the over-all efficiency of the department.

PERSONAL INFORMATION

Date of Birth: July 18, 1993

Place of Birth: Baybay City, Leyte

Age: 32 years old

Height: 168 cm.

Weight: 74 kg.

Citizenship: Filipino

Civil Status: Single

Religion: Roman Catholic

Father's Name: Crisanto T. Nayre

Mother's Name: Elenita B. Nayre

Languages Spoken: English, Tagalog, Waray-waray and Cebuano

CONTACT INFORMATION

PHONE:

09129507028

Facebook profile web link:

<https://www.facebook.com/crisnayre121>

EMAIL:

juliusnayre121@gmail.com

cris.nayre@vsu.edu.ph

QUALIFICATIONS AND SKILLS

- Civil Service Professional Eligibility Holder
- Holder of a Driver's License and knows how to drive
- Data gathering
- Written and verbal communication (Cebuano, Waray, English, and Tagalog)
- Team player
- Customer Service
- Computer Literate (Knowledge in computer troubleshooting, MS Workspace, Excel, PowerPoint, and Word), Photo Editing (Adobe Photoshop and Xara)
- Able to work with less supervision

EDUCATIONAL BACKGROUND

• ViSCA Foundation Elementary School

S.Y. 2000-2002

• Alpha Christian School

Brgy. Guadalupe, Baybay City, Leyte

Graduated 2006

• Visayas State University – Laboratory High School

Brgy. Pangasugan, Baybay City, Leyte

Graduated 2010

• Visayas State University

Brgy. Pangasugan, Baybay City, Leyte

Graduated 2014

Bachelor of Science in Agribusiness

WORK EXPERIENCE

• Trust Staff / Account Officer (June 2014-September 2014)

Ramon Aboitiz Foundation, Inc., Baybay City, Leyte

- Responsible for group formation and management, including the conduct of the orientation, loan processing, and endorsement. Also responsible for savings/capital build-up collections, loan repayment collection, conducting client orientation, center meetings, and loan utilization checks.

• Customer Service Associate (December 2014-June 2018)

Convergys Inc. AsiaTown IT Park, Lahug, Cebu City, Cebu

- Responsible for assisting customers with billing and technical concerns via call and chat. Processing customer order requests and managing customer accounts. Offer products and services to customers.

• Data Encoder (June 2018 – April 2019)

Office of the Vice President Research for Academic Affairs (OVPA), Visayas State University, ViSCA, Baybay City, Leyte

- Responsible in Data gathering, encoding, and consolidating reports of all enrolling college students for school year 2018.

• Supermarket Department Supervisor (May 2019 – January 2022)

Metro Retail Stores Group, Inc., Baybay City, Leyte

- Responsible for supervising and monitoring the sales objectives of the department by ensuring consistent compliance to standards and policies of the selling operations, likewise, ensuring customer satisfaction.

• Customer Service Specialist (February 2022 – January 2023)

Channel Precision Inc., Baybay City, Leyte

- Responsible for assisting the customer with order concerns via call, email, and chat. Updating product data entry in Amazon Seller Central product listing.

• Science Research Assistant (January 2023 – present)

Office of the Vice President Research and Extension and Innovation (OVPREI), Visayas State University, ViSCA, Baybay City, Leyte

- Monitoring, gathering data and consolidating reports all VSU-funded extension projects' accomplishment and workloads. Consolidating training conducted from departments and colleges. Facilitates Extension In-House Review and assists Desktop publishing and production. Facilitates farm field evaluation, Mobile-Exhibits, and coordinate meetings, trainings and seminars.