



MARCK PALCONIT

CAREER OBJECTIVE

To obtain a responsible and challenging job and opportunity where I could enhance my knowledge, utilize the competencies and skill from my educational attainment and work experiences and develop my personality as a career person.

CONTACT

PHONE:
0948 655 0697

EMAIL:
palconitmarck7@gmail.com

EDUCATION

Saint Michael College

A. Bonifacio St., Hindang, Leyte

November, 2010 - March, 2014

Course: Bachelor of Science in Business Administration

Major: Human Resource Management

Inopacan National High School

Poblacion, Inopacan, Leyte

June 2003 – March 2008

Inopacan Central School

Poblacion, Inopacan, Leyte

June 1998 - March 2003

WORK EXPERIENCE

Office Staff - COMELEC

LGU - Municipality of Inopacan

July 1, 2019 to June 30, 2022

Key Responsibilities:

- Assist the clients in issuing Voter's Certification and VRR photocopy
- Receive and process office-related documents
- Keep the office well-organized
- Perform errands and other office related works

Delivery Staff - Aquasoft Water Refilling Station

Masiwa Marigondon, Lapu-lapu City Branch

August 5, 2017 to December 28, 2018

Key Responsibilities:

- Take all the customers' needs
- Refill all water gallon
- Assist all customer
- Ensure that the station is clean
- Deliver water gallons to various customers
- Ensure safe and efficient delivery of products to the customers.
- Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied.

Stock Clerk - ACE Hardware Phils. Inc.

Lapu-Lapu City Branch

October 24, 2016 to March 20, 2017

Key Responsibilities:

- Accepts and organize stock supplies
- Updates the product price
- Checks and monitors product inventory

- Arrange the product to be displayed

Field Account Officer - Center for Agriculture and Rural Development, Inc. (CARD)

Leyte 1, Palo, Unit

February 9, 2015 to August 9, 2015

Key Responsibilities:

- Recruiting newly quality members
- Conducting 2 to 3 center meeting everyday
- Collect default payments and making a follow-up by visiting the defaulting members
- Assisting members for their withdrawal and deposit of savings
- Checking the accuracy of data of center logbook and receipts
- Proper courtesy and respect to the people around (the clients members)
- Delivery of the Learning session (credit with education)

Office Staff – DOLE Government Internship Program

Municipality of Inopacan, Leyte

September 1, 2014 - November 7, 2014

Key Responsibilities:

- Encode and print resolutions and other documents
- Assist in preparing the venue every Sangguniang Bayan Session
- Entertain clients and visitors inquiring service from the office

TRAININGS AND SEMINARS

Perform Preventive Maintenance on Motorcycle Mechanical & Electrical System/Small Engine

- (TESDA - NCII)
- November 23, 2014 to December 23, 2014

Computer Literacy Training Course (Microsoft Office and Internet Basic)

- DepEd- Alternative Learning System
- September 7, 2009 to October 7, 2009

SKILLS

- Works well under pressure
- Good Interpersonal Skills
- Responsible and reliable
- Time management
- Strong works ethics
- Well organized with an ability to multitask

