



# 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:** 29 years old

**Height:** 168 cm.

**Weight:** 69 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

### PHONE:

09129507028

### Facebook profile web link:

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

### EMAIL:

juliusnayre121@gmail.com

cris.nayre@vsu.edu.ph

## HIGHLIGHTS OF QUALIFICATIONS AND SKILLS

- CSC Professional Holder
- Holder of a Driver's License and knows how to drive
- Data gathering
- Written and verbal communication (Cebuano, 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.