

EDWIN PIOLA LERIOS

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Zone 3, Sto. Nino, Tanauan, Leyte 6502



Career Summary/ Objective

Dedicated and dependable **Educator** with experience in multiple companies ready to move into another work oriented stable companies. A confident and personable professional who excels at prioritizing completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority. **Willing to learn and work something new for a career enhancement and development.**

Education

- Bachelor's Degree
 - 2001 B.S. Business Administration – Management – TIP Manila
 - 2021 B.S. Agriculture General Curriculum – PSU Sta. Maria - ETEEAP
- Master Degree
 - 2019 Master in Agri/Rural Development – major Agricultural Extension
Visayas State University
- University of the Philippines Los Banos (UPLB) Bee Program
- TESDA Organic Agriculture Production NCII
- TESDA TM1 & 2
- **Teacher Certification Program**

2020 - 2021 PhD Development Administration – DMMMSU – OUS (**15 units**)

Work Experience

10-01-2021 – Present Teacher-Trainer – Le Sanctuary De Apiary

- Manage and supervise the areas of project development in the conduct and facilitation of training and workshops bees' development program for interested children and adult.
- Teach and educate the enthusiastic individuals.
- Supervise the processing of value added products.
- Scheduled and conduct the workshops, seminars and meetings for guests.
- Prepare the material/handouts for the activities.
- Home tutor.

03/01/2019 – 07/05/2019 Regional Coordinator (Home based) – Autohub Group (APE)

- Primarily responsible for prospecting of possible dealers of Autoitalia Philippines Enterprise Incorporation that involves in its saturation, product/brand presentation, and assist potential dealers in their inquiries. Support service delivery processes and issues by working with the Development Manager.
- Handle regional office work requests with clients and requester to arrange response.
- Achieve internal progress targets and enhance company product and customer service quality with regional management.
- Monitoring daily and weekly activities with the group and the Development Manager,
- Promoting the Piaggio APE three (3), two 2 wheels drive motorcycle and all its products in the market thru TODAs, coop, LGU's and in the private sector and communities.
- Make presentation of the products and distribute flyers to the prospected clients the advantages of using the Piaggio APE products in the environment and in the tourism industry and in the rural areas the importance of the products.
- Visit, calls, and make an appointment with the top management in the region for a meeting discussion with the products.
- Attend business occasion gatherings with a large crowd to get a prospect clients such as

motorcade, fair and events in the market.

- Hit the sales target within six (6) months' time frame.
- Make a reporting such as competitors' price, finances, daily, and monthly. Attend regional meetings in the headquarters.

10/16/2017 – 01/31/2018 Customer Service Representative - [24]7 BGC

- Handling a world class account and primarily responsible in interacting with customers for the purpose of answering customer inquiries and actively selling products.
- Verify and view profile of the guests/customers account using 2 different programs.
- Study the online resources to be knowledgeable to interact with the guest/customer.

03/10/2007-07/02/2017 HR/GS Administrator (Executive Ass't) – Mada Nonwovens (K.S.A)

- Manages the daily operations of the office; company's intranet including all commercial and technical documents. Assistant of the company President.
- Managing projects and conduct research by giving assistance to the Project Manager in the direct implementation of the activities of the project.
- Administers policies and procedures related to the release of records.
- Plans, organizes, schedules meeting & appointments.
- Providing quality customer service & assisting the team to develop in providing a committed customer focused service.
- Oversee & coordinate office administrative procedures & review.
- Coordinate & plan for office services such as equipment, suppliers, forms, maintenance & security services.
- Organizing and maintaining documents, files & records.
- Determines staff needs including transportation services, help resolve conflicting requirements, cooperates & collaborates easily with staff.
- Preparing and editing correspondence, reports and presentations.
- Recruit, supervise and manage the HR & Admin.
- Travel & guest arrangements including accommodation.
- Oversee & coordinate the safety team & sub-contractors in the implementation of company's policy on all safety and health issues.
- Coordinate the safety officer in accident reporting, investigation and meeting.
- Management of petty cash transactions. Controlling credit & ensuring debtors pay on time. Ensuring all payments amounts & records are accurate.
- Working with invoices and make summary for payment.
- Communicates professionally and maintains high level of confidentiality at all times both internally & externally.
- Working in a professional environment.

2006-2007(Part Time) Area Sales Manager – Win Incorporated

- Maintaining and increasing sales of company's products
- Establishing, maintaining and expanding customer base
- Monitoring team's performance and motivating them to reach targets
- Reporting to [senior managers](#)
- Teach, Recruit more applicants, recommend & promote
- Possibly dealing with some major customer accounts

2006-2007 E-World International Teacher's Training

- Early childhood educators/elementary teacher in reading, writing, Math and English.

**Outstanding
Experience****Mada Nonwovens**

- Project Administrator
Completed 3 lines (PP1, PP2 & PET)
- Project Administrator
Four(4)companies of Al-Rajhi Holding during constructions and installations
(Mada, Mada Carpet, Triomada & Erne Fittings)

The London Clinic

- Radiology Department Assistant (**HS Worker Assistant Professionals**)

Rail Gourmet UK LTD

- Customer Service Assistant

SKILLS:

Computer Literate

References: Available Upon Request

I hereby certify that all the information above is true & correct to the best of my knowledge.

A handwritten signature in black ink, appearing to be 'Jes', is written over a light gray rectangular background.

