



JEFFREY A. PAPAS

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OBJECTIVE

I am seeking a rewarding and challenging career with a forward-thinking organization that offers the opportunity to leverage my knowledge and skills acquired through education, training, and practical experience. I am committed to contributing to your company as a valuable asset throughout my professional journey.

WORK EXPERIENCE

Warehouse Supervisor, River Valley Distribution Inc. (2013 - 2024)

- Managing inventory by recording and maintaining levels.
- Overseeing staff training and performance.
- Communicating organizational needs to employees.
- Ensuring safety by enforcing regulations and securing the warehouse.
- Maintaining up-to-date documentation.
- Advising on imports and exports.
- Delegating and overseeing duties for regular inventory checks.
- Managing shipping and delivery of materials and personnel.
- Maintaining communication with carriers, suppliers, customs brokers, and others involved in shipping and delivery.

Data Entry, Upwork (2024)

- Data entry into databases and spreadsheets
- Data verification for accuracy and completeness
- Compliance with data integrity and security policies
- Creation and maintenance of data backups
- Generation of reports as needed
- Management and organization of notes and documents
- Researching, analyzing, and sorting information
- Performing data audits

Merchandiser, Footstar Corporation (2012 - 2013)

- Analyzed historical sales data and trends to forecast future product requirements.
- Distributed specific quantities of stock to each outlet throughout the season.
- Monitored stock movement, taking into account markdowns, inter-branch transfers, promotions, and clearances.
- Generated reports on slow-moving, salable, and unsold items to ensure product safety in the sales environment.

Sales Clerk, Metro Hypermarket (2011 - 2012)

- Sold products and services based on customer demand.
- Maintained thorough knowledge of store items to maximize sales.
- Assisted customers politely, providing detailed product information.
- Ensured sufficient stock availability.
- Communicated customer complaints and feedback to management for resolution.

2011 – Completed five months of job training in the Land Tax Section of the City Treasurer's Office.

OTHER SKILLS

- Exceptional verbal communication skills
- Strong supervisory and leadership abilities
- Proficient in anticipating and resolving problems
- Excellent organizational skills
- Capable of meeting deadlines consistently
- Proficient in data entry and inventory management software and systems.

EDUCATIONAL ATTAINMENT

Bachelor of Science in Public Administration

- Maasin City College (MCC), Maasin City, Southern Leyte
- Graduated
- 2008 - 2011

Bachelor of Science in Commerce

- Saint Joseph College (SJC), Maasin City, Southern Leyte
- 2006 - 2008

Maasin National Vocational High School

- Maasin City, Southern Leyte
- Graduated - 4th Honorable
- 2006

Kaligayahan Elementary School

- Quezon City
- Graduated
- 2002

REFERENCES

- **Ma. Effie Abiera Sabandal, MPA** – DEAN BS Public Administration
- **Ma. Estella Espina Roa** – School Registrar Maasin City College
- **Ernesto Galleon** – Brgy Combado Captain- Maasin City So. Leyte
- **Starlane Dayap** - Maganhan National HS Teacher - 09606559397

JEFFREY A. PAPAS

Applicant’s Signature Over Printed Name