



# Darwin Marco

RA 1080 Licensed Agriculturist

## CONTACT ME

- ☎ 09665520599
- ✉ winmarco14@gmail.com
- ✉ darwin.marco@vsu.edu.ph
- 📍 Brgy. San Jose, Dulag, Leyte

## EDUCATION

### Masters Management in Agribusiness Management

Visayas State University/Department of Business and Management

2023-present

### Bachelor of Science in Agribusiness

Visayas State University/College of Management and Economics

2015- 2019

## SKILLS

- Business Plans
- Project Feasibility Study
- Virtual Trader
- Storyboards
- Marketing Research
- Process Flows
- Managerial skills

## WORK EXPERIENCE

Administrative Aide III/ Accounting Office March 2023 - present

### Visayas State University I Visca, Baybay City, Leyte

•Receiving/Releasing documents• Sorts/segregates paid vouchers and payrolls for Accounting files and COA files under GF, STF, TRUST and IGP funds• Submits of all paid vouchers, reports and other pertinent communications to COA• Monitor all lacking documents from prior years and currents years• Auditing Payrolls, Replenishment of Supplies, Billings/Payments, Liquidations and Reimbursement of Travels•

Supervisor/Operations

October 2019 -July 2022

### Puregold Price Club Inc. I Real St. Tacloban City, Leyte

•Maintain Sales floor• Prior communication to ICD and compare the Actual and System Inventory to avoid variances every month• Maintain cleanliness in warehouse and FIFO bases of stocks• Set goals for performance and deadlines then communicate to subordinates• Organize workflow and ensure the subordinates to understand duties or delegated tasks• Receive complaints and resolve problems• Pass information from upper management to subordinates and vice versa• Maintain timekeeping and personnel records• Train new employees

On the Job Training

January 2019 -March 2019

### Guimaras Wonders Farm/Kitzsteinhorn Food Production I Jordan, Guimaras

Actual practice and observe farm operation focuses the functions of management( personnel management, production, marketing and finance)• help the owner to organize the employees roles and whom to report by improving existed companies organizational structures• help the owner by suggesting the best steps and process which leads and improves conversion rates in production by introducing the process flow• help the owner to understand a target market to make a comparative advantage by gathering information and introduce importance of marketing mix• help the owner to records daily expenses and transactions in business operation and interpret the financial statements.

## REFERENCES

### Nick Freddy R. Bello

VSU / OIC Head, Accounting Office

Phone: 09292255015

Email: nickfreddy.bello@vsu.edu.ph

### Eula Grace D. Negado

Puregold Price Club Inc. / Store Manager

Phone: 09178379559

### Rosario Greiser

Kitzsteinhorn Food Production / CEO

Phone: 09173261142

### Nilda T. Amestoso

VSU / Associate Professor V

Email: nilda.amestoso@vsu.edu.ph