

**PERSONAL INFORMATION:**

Name : Anjohn A. Delapa  
Birth Date : September 01, 1984  
Birth Place : Esperanza, Pilar Cebu  
Height : 171cm  
Weight : 70kgs  
Citizenship : Filipino  
Civil Status : Separated  
Address : Esperanza, Pilar Cebu  
Handphone no. : 09922303057  
E-mail : [anjohndelapa34@gmail.com](mailto:anjohndelapa34@gmail.com)

**CAREER OBJECTIVE:**

I am seeking a company where I can use my experience and education to help the company meet and surpass its goal.

**EDUCATIONAL BACKGROUND:****SECONDARY SCHOOL**

Pilar National High School  
Villahermosa, Pilar Cebu  
(SY:2000-2001)

**PRIMARY SCHOOL**

Esperanza Elementary School  
Esperanza, Pilar Cebu  
(SY:1996-1997)

**PERSONAL QUALITIES AND ATTRIBUTES:**

- Able to adopt oneself to new surroundings, to make change so as to fit new conditions.
- Ability to work on my own without being constantly being supervised.
- Has good communication skills
- Shows honest work ethic and accept responsibilities under pressure.
- Motivated self-starter with a strong desire to learn.

## **PROFESSIONAL WORK EXPERIENCE:**

### **PART SALESPERSON/COLLECTOR**

April 2003- April 2016

Part Master Auto Shop

94 Gen. Echavez St., Cebu City

#### **Duties and Responsibilities:**

- Responsible for collecting payments from the clients.
- Process sales payments, and examine exchanged parts.
- Locate and monitor overdue accounts, using computers and variety of automated systems.
- Receive payments and post amounts paid to customer accounts.
- Identify, locate and provide replacement or spare parts for automobiles, mechanical equipment, electronics and other consumer products.

### **FOOD PROCESSOR AND PACKING**

August 2017-December 2023

Cocotier Corporation

Hernan Cortes St., Banilad Mandaue City

#### **Duties and Responsibilities:**

- Cut or slice product according to instruction provided
- Keep a constant lookout at temperature to ensure proper cooling/heating
- Measure ingredients according to the formula provided
- Process a mix of ingredients into the machinery by ensuring the exact quantity
- Pack the process materials into a plastic according their types.
- Weigh process items and place weight tags on them
- Label the finished product with names and expiry dates

### **MERCHANDISER/COLLECTOR**

March 2019-December 2023

Cocotier Corporation

Hernan Cortes St., Banilad Mandaue City

#### **Duties and Responsibilities:**

- Handles a store's inventory levels and product display
- Submitting store inventory reports, clearing any unwanted products from displays and monitoring the sales performances of products
- Managing the collection of outstanding debts from clients and customers

**SKILLS:**

- Can speak tagalog and English language
- To successfully pursue a career as a food processor and collector such as doing packing of finish product and monthly inventory.

**REFERENCE:****MERCHU N. CHUA**

Accountant

Genesis Banana Republic Phils., Inc.

09175107161

**MELBA S. HERMOSISIMA**

Supervisor

Cocotier Corporation

09260826784

**DR. ALLEN GLENNIE P. LAMBERT**

Executive Secretary/Professor

Visayas State University

09190755570