

MARVIN ODTOJAN VISTAL



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- October 20, 1978
 - Married with 2 children
 - Brgy. Gabas, Baybay city, Leyte, Philippines 6521
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 - movistal2010@gmail.com
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EDUCATION:

Pursuing MS	Masters of Arts in Philosophy University of San Jose-recoletos Magallanes St. Cebu City
Education Units:	Supplemental Units in Education (21units) University of Southeastern Philippines Obrero Street, Davao City 2006-2007
College :	Bachelor of Arts Major in Philosophy University of San Jose-recoletos Magallanes, Cebu City 2000 – 2004
High School :	Bislig National High School Villa Josefa, Bislig City 1996 – 2000
Elementary :	Bislig, Elementary School Poblacion, Bislig City 1990 – 1996

WORK EXPERIENCED:**PART-TIME INSTRUCTOR**

DLABS - Visayas State University

Visca, Baybay Leyte

August 2, 2016

February 18, 2021

Main duty:

To deliver instruction to the students

BRANCH MANAGER

Norkis Distributor Inc.

Marketing Department

Tacloban City

February 16, 2010

June 30, 2015

Duties & Responsibilities:

In charge of inventory management including DEPO/REPO management.

Improves image of the branch, looks, etc.

Administrative control over all personnel.

Assures branch safety and security.

Monitors and evaluate personnel performance and enforce discipline.

Maintain good public relations to Local Government offices (LTO, Municipal Government, PNP and DOLE

Instill leadership ability towards my personnel.

Monitors branch transactions, accounts and cash flow.

Ensures quality customer application & sales volume

Checks completeness of consignment agreements/SIP documents.

Knows the following:

Monthly LTO registration

Area Source of income

Area Population

Competitors' activity in the area.

Counter checking of branch transaction through random actual cash count, review /
Approved cash disbursements, deposits advances and overall operating expenses of the
branch.

Perform other functions as maybe assigned by Sales Manager from time to time.

BRANCH MANAGER
AUTO SOLUTION INC.
Ormoc City
July 15, 2008
November 15, 2009

Duties & Responsibilities:

Improves image of the branch, looks, etc.

Administrative control over all personnel.

Assures branch safety and security.

Monitors and evaluate personnel performance and enforce discipline.

Instill leadership ability towards personnel.

Monitors branch transactions, accounts and cash flow.

Ensures quality customer application & sales volume

Checks completeness of consignment agreements/SIP documents.

Should know the following:

Monthly LTO registration

Area Source of income

Area Population

Competitors' activity in the area.

Checking of branch transaction through random actual cash count,
review / approved cash disbursements, deposits advances and over all
operating expenses of the branch.

Perform other functions as maybe assigned by Sales Manager from time to time.

SALES EXSECUTIVE
MAPECON CEBU
Subangdako Mandaue City
February 02, 2008
May 15, 2008

Duties & Responsibilities

Meeting clients to discuss the products and services.
Working with technicians and customers.
Present quotation and budget cost.
Do Briefing company's terms and condition.
Negotiate customers concerns, etc.
Checking inventory's and reporting of sales, daily collections and documents
Keeping in contact with previous customers
Managing the accounts, budgeting and invoicing the client
Making 'pitches' to win new business

SEMINAR & TRAININGS:

CADRE/CAA LIVELIHOOD TRAINING CL-01-2020

Ormoc City (07-24-20)

COMMUNITY OUTREACH

Brgy. Villa Mag-aso Elem. School (12-19/22-17)

ENVIRONMENTAL JAMBOREE

Visayas State University (11-17/18-17)

SEMINAR ON TEXT BOOK WRITING "MUTYA PUBLISHING HOUSE, INC

Visayas State University (10-11-17)

SEMINAR ON "PUBLICATION OF RESEARCH OUTPUT IS A MUST: NAVIGATING CAREFULLY THROUGH ETHICAL AND PROFESSIONAL CHALLENGES IN THE COMPETITIVE WORLD.

Visayas State University (8-14-17)

GENDER SENSITIVITY TRAINING FOR THE FACULTY AND STAFF

Visayas State University (3-17-17)

ORIENTATION OF NEWLY-HIRED REGULAR AND PART-TIME FACULTY MEMEBRS

Visayas State University (3-10-17)

MUSEOGRAPHY WORKSHOP: PRESERVING AND CONSERVING THE DLABS MUSEUM COLLECTIONS

Visayas State University (3-2/3/4-17)

(CHED TRAINING) Faculty Training for the Teaching of New General Education (GE) Core Courses in ETIKA

University of the Philippines (1-4/21-16)

MOTIVATIONAL SEMINAR ENTITLED "POSITIVE PROVOCATION"

Visayas State University (11-26-16)

HIV IN THE WORK PLACE SEMINAR

Visayas State University (11-9-16)

RESEARCH ETHICS AND TECHNIQUES IN SCIENTIFIC WRITING

Visayas State University (10-26-16)

SEMNAAR ON THE PHILIPPINES TECHNOLOGY TRANSFER ACT OF 2009 AND DOST INTELLECTUAL PROPERTY POLICIES FOR VSU RESEARCHERS

Visayas State University (9-15-16)

COMMUNITY OUTREACH PROGRAM

Visayas State University (9-9-16)

SKILLS AND ABILITIES:

Computer Literate and other Applications:

Microsoft Words - *Microsoft Excel*
Microsoft Power Point - *Internet*

Knows How to Drive:

Four wheels

Two wheels

Welding

REREFENCES:**DR. GUIRALDO C. FERNANDEZ, JR.**

University Secretary

Visayas State University

Visca, Baybay Leyte

Contact number: 0947-480-4754

AL FRANJON VILLAROYA

Instructor 3/ Philosophy Coordinator

Visayas State University

Baybay, City

Contact number:

JERRY D. IMBONG

Assistant Professor 3

Visayas State University

Brgy. Kilim, Baybay City

Contact number: 0916-495-1029

