

# RAYMARK B. ILAIDA

ADMINISTRATIVE GENERALIST / POLLUTION CONTROL OFFICER



## CONTACT

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## EDUCATION

OFFICE ADMINISTRATION  
Major in Office Management  
Eastern Visayas State University  
2019

Marabut National High School  
With Honors  
2012

## SKILLS

- Administrative Skill
- Analytical Skill
- Customer Service
- Communication Skill
- Teamwork Skill
- Active Listening Skill
- Problem Solving Skill
- Adaptability
- Work Ethics
- Leadership Skill
- Critical Thinking Skill
- Management Skill

## CHARACTER REFERENCES

TITO URIBE 09175999897  
GENERAL MANAGER  
(LEYTE DOKIKS CORPORATION)

JOEMEL RODRIGUEZ 09992249829  
BRANCH MANAGER  
(NWTF PROJECT DUNGGANON)

GILBERTO GALBAN 09177958949  
RESTAURANT GENERAL MANAGER  
(MCDONALD'S RIZAL TACLOBAN)

## PROFILE

Administrative Generalist / Pollution Control Officer with a 4 years & 5 months of experience organizing clerical documents, preparing facility reports, monitors and facilitate compliance for the government permits new/renewals required for the establishments, keeping the Bills, Rentals & BIR payments on time , maintaining the utmost confidentiality. Possess a B.S. in Office Administration responsible within the office environment, respondents to phone calls and emails in order to keep the business' operations running smoothly.

## PROFESSIONAL EXPERIENCE

### ADMINISTRATIVE GENERALIST / POLLUTION CONTROL OFFICER LEYTE DOKIKS CORP. | Alang-Alang, Leyte | 09/2020 - PRESENT

Attentively monitors government permits renewals & BIR, doing administrative and clerical tasks and preparing of incoming & out-going communications.

- Field works for bills, rentals & BIR payments, arranging letter communications, wastewater testing, up to date permitting issuance, filing documents, to supports the office weekly goals and achievements.
- Has a prior knowledge to the administrative and clerical tasks such as filing, scanning, encoding, laminating, and photocopying of incoming & out-going communications.
- Assisting to the e-BIR monthly, quarterly and annual filing documents and payments
- Conducts site inspections to all establishments in regards to the annual permits, sanitations, and for the submissions of compliance to the EMB-DENR Self-Monitoring Report.

### LOAN OFFICER

#### NWTF PROJECT DUNGGANON | Leyte, Leyte | 02/2020 – 05/2020

Conducts meetings with clients to determine their needs and recommend the right loan products for them to achieve their dreams and goals in life.

- Updating account records and reviewing loan files
- Securing clients loan proposals, incentives, clients weekly payments, rebates, client's funds, and insurances.
- Consults with clients about their lending needs to help them achieve their financial goals, including the collection and analysis of information about the client's financial situation.
- Exposed to field works, meeting new clients for orientation to discuss the client's loan product proposals.

### SERVICE CREW

#### MC CAROL VENTURES | Tacloban City, Leyte | 07/2017 – 12/2019

As a production/dining crew, performs and roles as a good team player; excellent in multitasking, actively communicates operational tasks from teammates to the manager-in-charge.

- Cooperates and well performed in completing food preparations, customer services, and sanitization tasks.
- Working together with the kitchen team to prepare and cook foods such as burgers & sandwiches and meals, patties and chickens while following cooking instructions, safety procedures, and sanitary requirements.
- Handling guest's concerns and complaints professionally and calmly to resolve problems according to the restaurant policies.
- Ensuring the good/standard quality products to deliver hot, tasty and safe meals for the customer's satisfactions.