

Marck B. Palconit

317 San Antonio Street, Inopacan, Leyte
6522 Philippines
Mobile: 0948 6550 697



Career Objective: Searching for an opportunity to join your team of professionals as a Utility Worker where I can make positive contributions to the institution's success.

Personal Particular:

Date of Birth: July 6, 1990
Age: 32
Sex: Male
Civil Status: Single
Religion: Roman Catholic
Citizenship: Filipino

Educational Background:

Saint Michael College

A. Bonifacio St., Hindang, Leyte
Course: Bachelor of Science in Business Administration
Major: Human Resource Management
November, 2010 - March, 2014

Inopacan National High School

Poblacion, Inopacan, Leyte
June 2003 – March 2008

Inopacan Central School

Poblacion, Inopacan, Leyte
June 1998 - March 2003

Employment History:

Office Staff - COMELEC Office

LGU - Municipality of Inopacan
July 1, 2019 to June 30, 2022

Responsibilities:

- Assist the clients in issuing Voter's Certification and VRR photocopy
- Receive and process office-related documents
- Keep the office well-organized
- Perform errands and other office related works

Station Head - Aquasoft Water Refilling Station

Masiwa Marigondon, Lapu-lapu City Branch

August 5, 2017 to December 28, 2018

Responsibilities:

- Direct the management and operation of the facilities and personnel engaged in the functional area of water operations.
- Lead, motivate and develop staff in assigned operations areas.
- Oversee the direction and action plans provided for the team in the execution of customer service activities are met and ensures closure of customer complaints.

Stock Clerk - ACE Hardware Phils. Inc.

Lapu-Lapu City Branch

Lapu-Lapu City, Cebu

October 24, 2016 to March 20, 2017

Responsibilities:

- Accepts and organize stock supplies
- Updates the product price
- Checks and monitors product inventory
- Arrange the product to be displayed

Office Staff for Center for Agriculture and Rural Development, Inc.

Office: Leyte 1, Palo, Unit

Brgy. Naga-Naga, Palo, Leyte

February 9, 2015 to August 9, 2015

Responsibilities:

- Field Account Officer
- Recruiting newly quality members
- Conducting 2 to 3 center meeting everyday
- Assist members to fill out the loan application form
- Collect default payments and making a follow-up by visiting the defaulting members
- Issued Official Receipts
- Issuing passbook to new members and replacing old one existing member
- Assisting members for their withdrawal and deposit of savings
- Checking the accuracy of data of center logbook and receipts
- Maintaining cleanliness and orderliness of the Unit Office at all times
- Proper courtesy and respect to the people around (the clients members)
- Delivery of the Learning session (credit with education)
- Entertain clients and visitors inquiring services from the office
- Paper works
- Compute interest rate

Office Staff - Department Of Labor and Employment-Government Internship Program

Office: Municipality of Inopacan - Sangguniang Bayan Department

Brgy. Poblacion, Inopacan, Leyte

September 1, 2014 to November 7, 2014

Responsibilities:

- Encode and print resolutions and other documents
- Assist in preparing the venue every Sangguniang Bayan Session
- Entertain clients and visitors inquiring service from the office
- Performs errands and other office-related works
- Clean and make office in order

On-the-job Trainee

LGU - Municipality of Hindang, Leyte

Engineering and Human Resource Management Department

December 8, 2012 to January 26, 2013

Responsibilities:

- Encoding
- Document receiving and processing
- Drainage surveying

Seminars and Training Attended:

Title: Perform Preventive Maintenance on Motorcycle Mechanical & Electrical System/ Small Engine

Conducted by: TESDA

Location: Brgy. Poblacion Gym, Inopacan, Leyte

Date: November 23, 2014 to December 23, 2014

Title: Computer Literacy Training Course (Microsoft Office and Internet Basic)

Conducted By: Honeylette.com

DepEd- Alternative Learning System

Location: Inopacan Central School, Inopacan, Leyte

Date: September 7, 2009 to October 7, 2009

Character References:

Name: Mrs. Elena C. Inocente

Contact No. 0948 373 2279

Position: Election Assistant II

Office: LGU - Inopacan COMELEC

Address: San Roque St., Poblacion, Inopacan, Leyte

Name: Sharlo A. Boldios

Contact No.: 0961 435 7775

Position: Designate Municipal Assessor

Office: LGU - Municipality of Inopacan, Assessor's Office

Address: Conalum, Inopacan, Leyte

Name: Joel P. Dante

Position: Head Teacher III

Office: Guadalupe Elementary School

Address: Bliss, Poblacion, Inopacan, Leyte