



**Mike B. Pausanos**  
**Drivers Quarter, Visca, Baybay City Leyte**  
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**0909851652433**

**OBJECTIVE** To work in any position which is fitted with my general qualification and to pursue into higher level of job standard.

**PROFILE** Can work with less supervision.  
Demonstrated aptitude for developing skills.  
Readily develop rapport with the people, staff and other member of the company.  
Relate well to people from variety of cultures and socio-economic conditions.  
Proven record of reliability and responsibility.  
Resourceful in completing projects; ability to multi-task effectively.  
Dedicated individual; reputation consistently going beyond what is required.

<b>PERSONAL DATA</b>	<b>Date of Birth</b>	<b>: May 30, 1980</b>	<b>Weight</b>	<b>: 102kgs.</b>
	<b>Birth Place</b>	<b>: Cebu City</b>	<b>Religion</b>	<b>: RC</b>
	<b>Civil Status</b>	<b>: Married</b>	<b>Height</b>	<b>: 5'4"</b>

<b>EDUCATIONAL BACKGROUND</b>	<b>Tertiary</b>	<b>University of Cebu Cebu City Asian College Technology Cebu City</b>	<b>Graduated 2006 (Undergrad) 2003 (20 units)</b>
	<b>Secondary</b>	<b>Southern Capital College Misamis Occidental</b>	<b>Graduated 2002</b>
	<b>Elementary</b>	<b>Guadalupe Elementary School Guadalupe, Cebu City</b>	<b>Graduated 1993</b>

## **WORK EXPERIENCED**

### **LEYTE STATE UNIVERSITY/VISAYAS STATE UNIVERSITY**

**February 2004 to November 6, 2007 JO status**

- **Assistant canvasser**

**November 7, 2007 to December 31, 2020**

- **Driver canvasser**
  - Pick up items from supplier
  - Check and inspect items before shipment
  - Served purchase order, documents and cheque to suppliers
  - Conduct end user (official travel) sourcing suppliers
  - Ensured proper upkeep of inventory and supplies
  - Practiced safe and secure loading methods to avoid damaging of goods
  - Checked /inspect vehicle fluid levels and tire pressure.
  - Shipment in charge
  - Minor plumbing and electrical repair

### **VISAYAS STATE UNIVERSITY**

**January 1, 2021 to PRESENT**

- **Driver**

## **COMPUTER SKILLS**

**Proficient in the use of MS Word, Excel**

## **CHARACTER REFERENCES**

**Dr. Romel B. Armecin**  
**Director, NARC**  
**Visayas State University**

**Dr. Feliciano Sinon**  
**Director. Innovation**  
**Visayas State University**

**Ms. Doreen Alba**  
**SPMO**  
**Visayas State University**