

AL FRANCIS P. BUOT

Brgy. Kilim, Baybay City, Leyte

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Objectives

Experienced Merchandiser Coordinator with a background in Agribusiness. Skilled in inventory management, team leadership, and communication. Seeking to leverage expertise in project coordination in an administrative role.

Education and Qualifications

- Civil Service Eligible - Honor Graduate Eligibility
- VISAYAS STATE UNIVERSITY – Main campus, Baybay City, Leyte
BACHELOR OF SCIENCE IN AGRIBUSINESS
(2019-2023)
- BAYBAY CITY SENIOR HIGH SCHOOL – Baybay City, Leyte
ACCOUNTANCY, BUSINESS, and MANAGEMENT, K-12 Program (2017-2019)

Experiences and Exposure

- Promo Merchandiser Coordinator
River Valley Distribution Inc. (RVDI) - Tacloban City, Leyte
Responsible for coordinating the merchandising and promotion of Johnson & Johnson products in targeted markets, malls, pharmacies, and small stores throughout Leyte and Southern Leyte. Duties include preparing weekly reports, managing inventories, and ensuring the prioritized display of J&J promotional materials.
Experienced in leading teams to cascade new materials and product updates from national to local levels.
(September 2023- March 2024)
- Intern
Relevo Farm-Mahaplag, Leyte
Production, Marketing, and Finance Department

(March 2023- June 2023)

- Intern
GAVEGA- Baybay City, Leyte
Production, Marketing, and Finance Department
(June 2022- August 2022)

Skills

- Proficient in Microsoft Office Suite, including Word, Excel, and PowerPoint.
- Strong written and verbal communication skills.
- Skilled in planning, organizing, and leadership.
- Inventory management and report preparation.
- Team coordination and project management.

References

Marlon T. Andrino
Instructor
Visayas State University
09356174576

Stephen Alexeus G. Baltazar
Teacher III
Baybay City Senior High School
09950938357