

# WYNN ALLARSE

BARANG AY KAGAWAD



## CONTACTS

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POBLACION, KIBLAWAN, DAVAO  
DEL SUR, 8008



## SKILLS

Graphics Editing

## PERSONAL DETAILS

Date of birth  
June 9, 1983

Nationality  
Filipino

## ABOUT ME

A public servant with proven abilities in project management and conflict resolution. Excellent communication skills. Seeking challenging position in company with opportunity for advancement.

## WORK EXPERIENCE

### Barangay Kagawad, Barangay Molopolo, Kiblawan, Davao del Sur

Jul 2018 - Present

Serves the community the best that I can in whatever circumstances may call us.

### Virtual Assistant, Jonathan Taw (Onlinejobs.ph), Online

Oct 2020 - June 221

Virtual Assistance who do Date Entry on employers Amazon account, transfers data to excel account for reporting and monitoring..

### Recruitment Assistant, Kurt Hynes (Upwork), Online

Dec 2016 - Nov 2019

Recruitment Assistance who do Web Research, Date Entry and Formatting.

### Credit and Collection Specialist , Personal Collection Direct Selling Inc., Tagum City

Nov 2007 - Dec 2010

Works closely with customers and sales representative in establishing and maintaining accounts according to credit ratings and financial statements provided by customer.

### Logistic and Inventory Officer, Benby Enterprise Inc., Davao City

Mar 2006 - Nov 2007

Prepares weekly inventory, purchase forecasting report and arranged delivery schedule for Davao warehouse which caters regions in Mindanao.

### Reservation Officer, Eden Nature Park and Resort, Davao City

Mar 2005 - Mar 2006

Answers inquiry regarding such information as accommodations, procedures and policies.

Plan accommodation details; provide customers with travel suggestions and information such as guides, directories, brochures and maps.

## EDUCATION

**Bachelor of Science, Ateneo de Davao University, Davao City**  
2004

- Major in MATHEMATICS

**Earn Units on Masters in Business Administration,**  
**University of Southeastern Philippines, Davao City**  
**2006**

## C O U R S E S

**NCII Baking and Pastries, TESDA**  
Jul 2017 - Sep 2018