

LUIGI KEVIN S. BARCE

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A man with a regard for your institution, and with an earnest desire to serve in capacity which the following qualifications were must be adopted.

EXPERIENCE

SALES ADMINISTRATOR, TOYOTA CAGAYAN DE ORO INC.

- I was assigned in Vehicles Sales Department
- I was the one to allocate clients in the system
- I was also the one to check and reviewing of all system problems before raised it to our HQ since I was trained by them.
- Makes sure every sales, reservation is correct, accurate and recorded in our system.

OCTOBER 2012– PRESENT

- KM2 National Highway, Kauswagan, Cagayan de Oro City

IT SUPPORT VOLUNTEER, RED CROSS

- I played the role as a Encoder of Typhoon Sendong Casualties and the relief operations.

SEPTEMBER – NOVEMBER 2011

- 📍 Cagayan De Oro City

ON THE JOB TRAINEE, GLOBE TELECOMMUNICATION INC.

- I was assign in SME Section
- Ensuring all New applications Encoded correctly in the system.
- Assisting my supervisor for some meetings and gathering.

SEPTEMBER 1 – NOVEMBER 2010

- 📍 Gaabucayan St., Puntod, Cagayan de Oro City

ON-THE-JOB TRAINING: SOUTHERN TELECOMMUNICATION COMPANY INC.

- Basic Network Troubleshooting
- Basic Hardware Troubleshooting
- Deal and Assisting client's complaints

JUNE - AUGUST 2010

- 📍 Cagayan de Oro City

EDUCATION

MARCH 2012

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

LICEO DE CAGAYAN UNIVERSITY

📍 Cagayan de Oro City

CERTIFICATES

1. **COMPETENCY CERTIFICATIONS AND GLOBAL IT JOB MARKETING**

AVR 1, Liceo de Cagayan University, Cagayan de Oro City | February 27, 2008

2. **CAREER PREPARATION SEMINAR AND TALK**

AVR 1, Liceo de Cagayan University, Cagayan de Oro City | January 25, 2011

3. **COMPUTER HARDWARE SERVICING NCII**

Informatics Computer Institute, Cagayan de Oro City, Philippines | July – September , 2012

4. **TEAM 21 – STEP 1 TRAINING**

Toyota Cagayan de Oro, Inc. | June 23, 2013

5. **2016 DEALER GENBA KAIZEN COMPETITION**

Toyota Cagayan de Oro, Inc. | August 19, 2016

6. **ENVIRONMENTAL AWARENESS TRAINING**

Toyota Cagayan de Oro, Inc. | April 27, 2017

7. **ENVIRONMENTAL AWARENESS TRAINING**

Toyota Cagayan de Oro, Inc. | June 16, 2017

8. **SALES INQUIRY AND RESERVATION PROCESSING (NVB01)**

Toyota Cagayan de Oro, Inc. | July 20, 2019

9. **VEHICLE ALLOCATION AND RELEASES (NVB02)**

Toyota Cagayan de Oro, Inc. | July 22, 2019

10. **NEW VEHICLE BASIC TRAINING**

Toyota Cagayan de Oro, Inc. | July 23, 2019

11. **VEHICLE INVENTORY MANAGEMENT AND REPORTS (NVB03)**

Toyota Cagayan de Oro, Inc | July 23, 2019

12. **NEW VEHICLE ADVANCE TRAINING**

Toyota Cagayan de Oro, Inc | July 24, 2019

13. **NEW VEHICLE SALES TROUBLESHOOTING AND SCENARIO WORKSHOP (NVA01)**

Toyota Cagayan de Oro, Inc. | July 24, 2019

14. **2019 INTERNATIONAL COASTAL CLEAN UP**

El Salvador City | September 22, 2019

15. **ANZEN LEADER REPRESENTATIVE OF VEHICLE SALES DEPARTMENT (DESH - DEALER ENVIRONMENT, SAFETY AND HEALTH)**

Toyota Cagayan de Oro, Inc. | 2016- Present

REFERENCE

To be supplied upon request