

MARVIN M. SABADO

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SUMMARY

I have a multiple years of experience in training and development focused on community organizing and social development as a Training Specialist. My tasks are to teach and facilitate, develop training curricula, formulates training outlines and determines instructional methods, selects and develops training aids, coordinates or performs administrative functions, evaluates effectiveness of training and development programs and assists in analysing and assessing training development needs of stakeholders.

I have also had an experience as a Bakery owner/co-owner and as a store worker/labourer that caters/assists to every client's needs.

HIGHLIGHTS OF QUALIFICATIONS

- Multiple years of experience as a Training Specialist that facilitates Social Development and Community Organizing to target stakeholders,
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse organization.
- Teaching and facilitation skills.
- Ability to determine training objectives.
- Organizing and coordinating skills.
- Ability to design, develop, implement and evaluate training plans, curricula and methodology.
- Skills in preparing instructional aids and plans.
- Proficient skills in Google Workspace, Office 365 and other Learning Management Systems
- Ability to express self clearly in written and oral communication.

- With good time management skills, organization and the ability to multitask.

EMPLOYMENT HISTORY

Training Specialist I

January 2013 – Present

Department of Social Welfare and Development

Republic of the Philippines

Accomplishments:

1. Organized the conduct of Capability Building Development activities including administrative needs by following processes from pre-training and post-training activities.
2. Communicated with staff that concerns Capability Building Activities by getting information or profiling of participants and by providing pertinent details about the activity.
3. Designed and created training syllabus, manuals, online learning modules and course materials.
4. Delivered Capability Building Activities / Training to stakeholders using a variety of instructional materials and methodologies. and methods.
5. Reviewed, evaluated and updated Capability Building Development activities by monitoring if it is conducted or not as planned in the indicative calendar and ensuring if they are current and effective.
6. Performed administrative tasks such as monitoring costs, scheduling classes, setting up systems and equipment and coordinating registrations of participants.
7. Submitted monthly Capability Building data report on time.
8. Conducted planning for team building with the training team by discussing the flow and content of the program of a certain activity and identifies, selects and assigns instructors to conduct training.

Bakery Owner/Co-owner

October 2017 - Present

Sensational Bites, Cakes and Pastries

Gana, Caba, La Union – Philippines

Accomplishments:

1. Ensured that the bakery is adequately stocked with quality baking ingredients and supplies.
2. Ensured that baking tools, utensils and equipment are properly cleaned and sanitized.
3. Ensured cleanliness and hygiene in the bakery premises.
4. Strategically arranged bakery items in display cases to encourage customer purchases.
5. Inspected bakery items to ensure that established standards on quality, uniformity, and aesthetic appeal are met.
6. Greeted customers and provide quality personalized services.

Store Worker / Labourer

January 15, 2009 – January 15, 2013

Yadahs Feeds and Agricultural Supply

Central West, Bauang, La Union – Philippines

Accomplishments:

1. Packed store items onto shelves.
2. Maintained cleanliness of the store.
3. Kept track of inventory.
4. Created displays for products.
5. Greeted customers and attended to their needs.
6. Assisted customers when asked.

EDUCATION

- Bachelor of Science in Nursing, Union Christian College, 2008