

Erwin T. Orbecido

(+63)966-579-7625
orbecidosholdingscorp@gmail.com

President and CEO, HR Manager, Sales & Marketing Director, Legal Associate, Multi-Media Admin.

with expertise in content writing, graphic & motion design,
web design, and social media management.

As the **CEO and President**, I provide strategic leadership, set business goals, and oversee daily operations to ensure organizational success. I cultivate a positive work culture, build and maintain relationships with stakeholders, and identify new growth opportunities. Through effective communication and decision-making, I strive to achieve long-term profitability and success for the company.

As **HR manager**, I am responsible for overseeing various aspects of human resources functions within an organization, including recruitment, employee policies and benefits, compliance with employment laws and regulations, and staff development. I have a strong communication, interpersonal, and organizational skills. Additionally, I have a solid and strong understanding of employment laws and regulations and industry trends and best practices.

My Vast experience in **sales and management** across different industries, I possess excellent leadership skills and a strong ability to multitask. Through my demonstrated ability to enhance operations, increase top-line sales, and minimize costs, I have proved to be an asset to my previous employers. Furthermore, my legal training and education add a unique perspective to my skillset, allowing me to approach business challenges from a comprehensive standpoint.

As a **legal associate** with in-depth knowledge of labor and employment law, I excel in drafting legal documents, conducting legal research, and formulating litigation strategies. My experience in representing clients in court and administrative proceedings combined with my strong negotiation skills and attention to detail allow me to provide comprehensive legal advice and representation to clients. I am committed to achieving the best possible outcomes for my clients and upholding the highest ethical standards in all my legal work.

A **multimedia administrator** is responsible for managing the technical aspects of multimedia content in an organization. This may include creating, editing, and distributing multimedia content, as well as managing and maintaining multimedia software and equipment. They may also be responsible for developing and implementing multimedia strategies, managing budgets, and ensuring compliance with copyright laws and regulations. Additionally, multimedia administrators must have strong technical skills, as well as excellent communication and organizational skills to collaborate effectively with various stakeholders.



Education

Bachelor of Science in Psychology

Recruitment, Psychometrics, Guidance and Counselling, Human Resources

University of Negros Occidental – Recoletos, Bacolod City, Philippines, 1995 – 1999

Bachelor of Arts of Classical Philosophy

Academic Excellence, Religious Values and Discipline and Augustinian-Recollect Training

Casiciaco Recoletos Seminary, Baguio City, Philippines, 1999 - 2003

Juris Doctor (J.D.)

Legal Concepts, Jurisprudences, Practice Court, Paralegal & Legal Works

University of Negros Occidental – Recoletos, Bacolod City, Philippines, 2017 – 2022

Trainings & Seminars

- Business Executive Management
- Credit and Collection
- Guidance and Counselling
- Psychometric & HR Job Training
- Seminary & Pre-Novitiate Trainings
- Tax & Jurisprudences
- Corporate & Legal Forms
- Labor Law & Human Relation
- Governmental Accreditation, Biddings and Procurements
- Alternative Dispute Resolution
- Practice Court & Legal Clinic
- Bar Reviewee & 2022 Philippine Bartaker
- Copywriting & Social Media Management
- Graphic Design & Web Design Trainings
- Multi-media Trainings
- Digital Marketing thru Google

Highlights

- Strong legal background and analytical skills
- Proven ability to generate revenue and drive business growth
- Effective sales and marketing strategies
- Demonstrated organizational development and capacity building
- Commitment to operational efficiency and risk management
- Skilled in motivating and leading teams
- Adaptability and resilience
- Professional demeanor and good manners in all legal and business dealings.

Skills & Hobbies

- Copywriting
- Graphic Designs
- Motion Designs
- Web Designs
- Photography
- Photo-editing
- Video-Productions
- Pingpong
- Basketball
- Hiking
- Golf
- Shooting
- Driving
- Travels
- Reading
- Writing

Experiences

Area Officer, Sales and Marketing - Western & Visayas Areas, 2003 – 2004

Area Manager, Sales and Marketing - Visayas Area, 2003 - 2004

Continental Sales, Incorporated

Vice-President, Sales & Marketing - Visayas & Mindanao, 2004 – 2006

I maxxPhil Corporation

General Manager, HR Manager, Sales Director, Legal Consultant, 2004 - 2016

Metro Home Appliance, w/7branches in Philippines

With Licensed Real Estate Brokerage

- <https://www.facebook.com/833809696699923/photos/a.833815330032693/93011543373605/>



- Over-all Operations, Branch monitoring
- Review supplier contracts; advise on consumer protection laws; ensure compliance with safety regulations; handle liability issues; draft and review employment contracts; handle any legal disputes or litigation related to the store.
- Accounting Works, Legal-Labor Concerns, In-house financing workouts
- Sales Caravans per area, Sales & Marketing Initiatives
- Create and modify employee schedules with service levels in mind.
- Recruit and hire top technicians, service advisors, and sales people.
- Maintain detailed logs and reports of services performed, profit, and budget information.
- Help out in sales and repair areas as needed. Maintain excellent after sales services
- Make sure that personnel provide face to face assistance to customers through the buying process to include merchandise selection, payment and finance options and pick up and delivering, including after sales services
- Assigned telephone calls to existing and potential customers to sales groups
- Supervised with merchandising and store product set-up
- Managed in maintaining the cleanliness of stores and customer carry-outs

- Purchasing, delivering monitoring, quality checkups and return defective stocks. Maintain inventory level. Documentation & classification.
- Motivate employees to meet sales goals; Daily checklists and all relevant paperworks

**Farm-Poultry Manager, HR Manager, Legal Consultant: Broilers, 2014 to 2016
Metro Farm/ MDO Farm, Philippines**

- Drafting and reviewing employment contracts, ensuring compliance with zoning and land use laws, advising on intellectual property rights, and providing guidance on health and safety regulations. Additionally, they may handle any legal disputes or litigation related to the poultry farm.
- Set up houses for chicks and carry out daily checks on the housing and birds.
- General bird management – Ventilation, feeding, vaccinating etc.
- Complete daily checklists and all relevant paperwork in accordance with QC
- Ensure ongoing Bio Security is maintained.
- Litter management & feed ordering; Manage crop estimation.
- Maintain safe work practices of all personnel and contractors on site.
- Supervise and manage members of staff; Basic farm and equipment maintenance.
- Liaise with customers and manage external contractors.
- Comply with company relevant policies and regulations (Legal & gov'tal requirements)
- Adhere to all company health & safety procedures.
- Work with Field Staff, Production Manager and Directors, alongside veterinary advice to continuously improve farm performance and bird welfare.
- Target production of mortality (0.3% three days or 1.5% in a week).
- Ensure Manager is alerted if there is any suspicious activity in or around your sites.

**General Manager/HR/Legal, 2014 to 2016
E Metro Foods**



**Managing Director, Human Resource & Legal
Orbecido's Health Solutions Corporation**

**General Manager, HR Manager, Legal Consultant, 2004 to 2016
Mr. Gree Airconditioners Distributor:
Quick Solutions Service Center, Bacolod City, Philippines**

- Valuates systems to determine maintenance or repairs that need to be performed.
- Recruit skilled technicians; oversee training programs; develop benefits packages; manage employee relations; ensure compliance with labor laws; handle performance management; develop strategies to retain talent
- Managed installation and maintenance of Air conditioners, including parts and equipments monitoring; Customers satisfaction is priority.
- Works with maintenance supervisor to plan work priorities, obtain necessary supplies, and assess skills needed to complete tasks.
- Assesses building systems to plan work assignments, Inspects work
- Collaborates with team members to discuss upcoming work assignments; delegates assignments based on team members' skills and experience.
- Ensures maintenance and repair work is completely safe, effective, and timely.
- Assists team members with technical issues or problems with given assignments.
- Daily checklists and all relevant paperwork, Performs other related duties as assigned.
- Tracks and Logs workers time, materials, other resources used for inventory purposes.
- Works with maintenance supervisor to coordinate topics for safety meetings.



President & CEO, HR Manager, Legal Consultant, 2016 to 2021

METRO HYPERMART CORP., Philippines

<https://www.facebook.com/Metrohypermartbacolod/photos/a.1754012634853179/2374890306098739/>

- Provide strategic direction; oversee operations; manage financial performance; develop marketing strategies; lead and motivate employees; foster partnerships with suppliers; ensure customer satisfaction; manage risks; make major business decisions.
- Answers questions, resolved issues per dept.
- Managed Department heads.
- Attract, develop, retain talent; policy & compliance; employee engagement; performance management; strategic planning,
- Draft legal documents; review contracts; research laws & regulations; provide dispute resolution strategies
- Diagnosed Orders, Purchase Orders & Bad orders Management;
- Branch Integration of different Departments
- Kept Inventory level with the Inventory In-charge.
- Primary responsibility will be to supervise, coordinate and delegate opening and closing responsibilities and procedures.
- Ensure compliance in the areas of timely open and closes, cleanliness, food safety, as well as line prep set-up.
- Discuss and implement rules creating a productive, safety & friendly work environment,
- Mentoring and develop Promodisers, Team Leaders and Supervisors.
- Food Kiosks Management: identify specific opportunities for optimizing efficiencies and maximizing the profitability.
- Daily checklists and all relevant paperworks; Suppliers' meetings and negotiations
- Control lessess areas, documentation and rules
- Legal works, Labor disputes, Biddings, Accounting based works.
- Grocery Delivery Management, Trucks' Management



President & Chief Executive Officer, 2021 - present

ORBECIDOS HOLDINGS CORP., Bacolod City, Philippines

- Investments & diversify assets
- Stocks, strategic planning, centralization of management; risk management; tax optimization.
- Franchising : Expansion of the business by granting rights to independent franchisees to operate under the company's brand and business model
- https://www.facebook.com/107201421798962/photos/a.107201448465626/107202538465517/?_tn=%3C



President & CEO, HR Manger, Legal Consultant, 2022 - present

GOLDEN DRAGON COMMERCIAL OPC, Bacolod City, Philippines

- Overseeing store operations, including inventory, sales, marketing, I.T. and technical, distributions, truck fleet, and customer services' management
- Participating in government biddings and procurements, including responding to RFPs and ensuring compliance with applicable laws and regulations.
- Drafting legal documents, such as contracts and agreements, and reviewing legal documents prepared by others to ensure accuracy and completeness.
- Researching laws and regulations that affect the company's operations, such as labor laws and taxation rules, and providing advice and recommendations to the company's leadership.
- Providing dispute resolution strategies and managing legal disputes that arise in the course of the company's business.
- Ensuring safety is the top priority in all aspects of the company's work, including for team members, customers, and products.
- Delegating and assigning work to team members to ensure that their knowledge and skills match their assignments, and providing support and training as needed.
- Completing daily checklists and all relevant paperwork to ensure compliance with company policies and procedures.
- Providing continuous feedback and coaching to team members related to safety, service, and overall work performance, including addressing performance problems in a fair and effective manner.
- Assisting the Store Leader in attaining all budgeted goals and objectives for the location, such as meeting sales targets and reducing costs.
- Executing merchandising plans to maximize sales and reduce waste, such as by ensuring that products are displayed effectively and are priced competitively.
- Ensuring that all team members are trained to perform their tasks safely and effectively while providing excellent customer service.
- Scheduling team members to ensure coverage that meets the needs of the business and team members, and conducting standardized candidate interviews in consultation with the Store Leader.
- Ensuring that store conditions meet or exceed standards for safety, service, and overall operational efficiency by engaging team members in continuous improvement efforts, such as by identifying areas for improvement and implementing solutions to address them.
- Interview Team Member candidates by following a standard procedure. Consult with Store Leader Ensure conditions across the store meet or exceed standards for safety, service, and overall operational efficiency by engaging Team Members in continuous improvement efforts



Paralegal, 2021 -present

VAFLOR & ALIMON LAW FIRM

- Conducting legal research
- Drafting legal documents
- Organizing case files
- Assisting in trial preparation
- Managing client communication
- Providing administrative support

Assist attorneys in various legal tasks such as:

- Researching case law, statutes, and regulations
- Drafting legal documents such as contracts, pleadings, briefs, and discovery requests
- Organizing case files and maintaining document management systems
- Preparing for trials by organizing exhibits, preparing witnesses, and coordinating with experts
- Managing client communication to obtain information, answer questions, and provide updates on case status
- Providing administrative support such as answering phone calls, scheduling appointments, and maintaining calendars.

Labor Associate (Bartaker), 2022 to present

VAFLOR & ALIMON LAW FIRM

- Advising clients: Advises clients on issues related to employment and labor law, including compliance with laws and regulations, workplace policies, and employee relations.
- Drafting legal documents: Drafts legal documents such as employment contracts, policies and procedures, and agreements related to collective bargaining.
- Conducting legal research: Conducts legal research on employment and labor law issues and prepares legal opinions and memoranda on the research findings.
- Representing clients: Represents clients in administrative proceedings and litigation related to employment and labor law disputes. They prepare legal arguments, conduct legal analysis, and represent clients in court or before administrative agencies.
- Negotiating settlements: Negotiates settlements in employment and labor law disputes, including collective bargaining agreements and settlements related to discrimination and harassment claims.
- Providing training: Provides training to clients on issues related to employment and labor law, including compliance with laws and regulations and workplace policies.