

Marjorie Mae M. Espanto

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Objective

Seeks to obtain an outstanding career opportunity. Enthusiastic and highly-motivated. Ready to commit and share acquired knowledge while offering positive growth and development within the organization.

Experience

- **Department of Interior and Local Government Region 1** October 06, 2020 - December 31, 2021
Contact Tracer (Contract of Service)
 - Profiled patients and discussed COVID-19 symptoms and necessary courses of action for suspected infections, including testing and monitoring of affected individuals.
- **Mutual Benefit Association, Inc. - Tulay sa Pag-unlad, Inc** September 24, 2018 - April 03, 2020
Insurance Officer
 - Conducted orientation and marketing, and performed administrative tasks such as documentation and record-keeping, reconciliation of system record and supporting documents, data-entry and handling policy renewals.
 - Submitted complex and accurate reports on-time. Performed other functions that may be assigned from time to time.
- **Kihara Farm (Kushiro Ohta Agricultural Cooperative)** March 23, 2012 - March 23, 2015
Dairy Farmer
 - Responsible for the day-to-day operation of farm through milking 400 cows twice daily in a herringbone milking parlour, milk processing, cow feeding and ensuring that all the milking and farming equipment are well maintained.
 - Able to help keep the production of milk high and able to see to all demands the cows may have needed to keep them well nourished.
 - Followed all safety procedures while performing assigned duties and ensured that the dairy operation was maintained in a clean and sanitary condition at all times.
 - Maintained accurate records of milk production for each cow on the farm and reported any unusual changes in animal health and their behavior to management immediately.
 - Assisted with calving when needed and performed general maintenance around the farm such as mowing grass, repairing fences, cleaning waste products, and using farm tractors.

Education

- **Lorma Colleges, City of San Fernando, La Union** 2005-2010
Bachelor of Science in Computer Engineering

Skills

Effective and efficient communication skills Ability to work in a fast-paced environment

Physical agility to do repetitive tasks Can stand for extended periods Attention to detail

Team player and positive working attitude

Certificates

- Completion of Technical Intern Training - Japan International Trainee & Skilled Worker Cooperation Organization (JITCO)
- Completion of Technical Intern Training - Kushiro Ohta Agricultural Cooperative
- Elementary Grade of Dairy - National Chamber of Agriculture Japan
- Agriculture Skills Assessment Test - General Livestock Farming, Passed (July 11, 2022)