

FRANCIS JOHN DIPON
+63 998 847 9116
dipzydoodskee@gmail.com

Organized and dependable candidate with a positive attitude. Willing to take on added responsibilities to meet team goals.

Experiences

- 2018 – present **President**
Fil-Crew Maritime & Offshore Services, Inc.
Pasay City, Metro Manila, Philippines
- Presides at all meetings of the association’s Board of Directors and Executive Committee. Serves as ex officio member of all association committees.
 - Works with the executive director in keeping the Board of Directors, Executive Committee and association committees informed on the conditions and operations of the association.
 - Directs the Board of Directors in formulating policies and programs that will further the goals and objectives of the association.
 - Identifies and involves potential leaders.
 - Works closely with the chief elected officers of state associations to encourage new, and strengthen existing, chartered chapter relationships.
 - Ensures that the organization maintains positive and productive relationships with media, sponsors and other organizations.
- 2014-04 - 2018-04 **Vice-President**
Fil-Crew Maritime & Offshore Services, Inc.
Pasay City, Metro Manila, Philippines
- Assists the President/Chairman in carrying out functions of the office and performs specific duties as designated by him/her.
 - Serves as a member of the Board of Directors and the Executive Committee, and, as such, attends all called and/or special meetings of the Board or the Executive Committee.
 - Performs duties assigned by the President/Chairman which includes serving as liaison to at least one of the association’s standing committees.
 - Assists the President/Chairman in the performance of his or her duties, whenever requested to do so.
 - Promotes all the objectives of the association.
 - Attends special or ad hoc meetings as directed by the President/Chairman.
 - Represents the association before other associations or organizations requested by the President/Chairman.

Nationality

Filipino

Education

2000 – Bachelor of Science in Business Administration – Major in Management Information System
AMA Computer University, Makati City, Philippines

Skills

- Basic technology skills such as computer
- Job adaptability 
- Willing to work full time, overtime and shifting schedules 
- Assertiveness 
- Teamwork 
- Communication Skills 
- Flexibility 

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- 2008-12 - **Crewing / Recruitment Officer**
2014-04 **Notredame Oilfields & Maritime Services, Inc.**
Pasay City, Metro Manila, Philippines
- Hired qualified seafarers and initiate new hire paperwork process.
 - Pre-screened resume prior to sending to client or principals for consideration.
 - Explain application process and answer questions with regards to the application and position applying for.
 - Track key dates and deadlines and maintained specific database of all active seafarers.
 - Communicate with the client or principals with regards to their needs, seafarer's welfare and lineup as well.
- 2003-07 - **Senior Documentation Officer**
2008-10 **Maersk Sealand**
Pasig City, Philippines
- Assisted Compliance Officer to gather necessary documentation for new accounts
 - Completed transmittal logs and stored in files for specified duration.
 - Established, improved and reinforced document management system to handle current and expected requirement.
 - Reviewed document management protocols and user activities against internal records, policies and document management standards.
- 2001-08 - **Customer Service Representative**
2002-06 **Concepcion - Carrier**
Muntinlupa City, Metro Manila, Philippines
- Responded to customer requests for products, services and company information.
 - Update account information to maintain customer records.
 - Offered advice and assistance to customers; paying attention to the customers specific needs.

Certifications & Licenses

Bachelor of Science in Business Administration – Management Information System Certificate
European Computer Driving License
Quality Management System/ISO 9001:2008 Certificate
PDOS Training of Trainers Certificate
Continuing Agency Education Program(CAEP) Certificate