

GEOVANI B. ITA-AS

Address: Tierra Villaverde, Balulang, Cagayan de Oro City

Email: geovaniitaas@gmail.com

Phone: +63936-642-0601

Passport number: P0939864C

Date of Birth: December 02, 1987

OBJECTIVE

Seeking an entry-level position as a Butcher to begin my career in a high-level professional environment. To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum. Eager to use my 4 years of experience using various commercial butchering equipment such as band saw and knives where my skills are implemented and enhanced, ability to work under pressure, team player, excellent communication skills, fast learner, dependable, punctual, honest with integrity, great multitasker, ability to lift and carry heavy objects weighing from 40-120 pounds. Ability to work in poor weather conditions, including heat, cold, rain or snow.

WORK EXPERIENCE

Company: **FJM MEAT TRADING**

Type of Company: Meat Shop

Employment Type: Full-time

Address: Unit 1 Emuli Building Pag-asa, Bangkerohan Barangay 5-A Poblacion District, Davao City, Philippines 8000

Period: January 05, 2020 up to present

Position: Butcher/Deboner/Meat Cutter

DUTIES AND RESPONSIBILITIES

- Cut, trimming, boning and slicing using knives, and meat saw.
- Cleaning and sanitizing work areas and equipment before and after work and spraying down walls, floors, wiping down tables and sink.
- Washing and sanitizing barrels, buckets and utensils.
- Unload the meat from meat van truck and carried for weighing.
- Reduce meat wastage wherever possible.
- Weigh, wrapped, and price meat for regular customers.
- Assist customers in their concerns and orders.
- Displayed meat in neat, organized manner for customers.
- Communicated with customers to identify and address their needs beneficial advice and information to them on various type of meat.
- Learned many different cuts of meat, including beef and pork.

SKILLS

- Knowledge of animal anatomy.
- Knowledge of meat cutting and techniques.
- Knowledge of food hygiene and safety requirements.
- Knowledge of following instructions and learn new techniques.
- Strong time management skills in order to ensure all work is completed by the end of shift.
- Ability to use knives and other cutting tools.
- Ability to lift heavy equipment
- Ability to stand for extended periods of time.
- Precision and physical strength.
- Customer Service Oriented.
- Have a good learning attitude.
- Can work even under minimum supervision.

TRAINING AND SEMINAR

- Product Orientation & Safety Guidelines in Using Meat Equipment
- Food Handling and Food Safety Training

Company: **RURAL TRANSIT MINDANAO, INC.**

Type of Company: Transportation

Employment Type: Full-time

Address: Zone 1 Bulua, Cagayan de Oro City, Philippines 9000

Period: October 01, 2015 - December 28, 2019

Position: Legal / Administrative Liaison Officer and Investigator

DUTIES AND RESPONSIBILITIES

- Conducts preliminary investigation relating to vehicular accidents.
- Company accident insurance claims & settlement.
- Attend confrontation in the police station regarding vehicular accident.
- Attend negotiation and settlement on vehicular incident to the claimant.
- Attend Court hearing and mediation both parties.
- Facilitates the purchase of medication and settlement of hospital bills for the accident's victim.
- Conducts the preliminary investigation of anomaly cases from line personnel and another department and prepares the notice to investigate and notice of decision.
- Prepares monthly report in vehicular accident to administrative manager and branch manager.
- Prepares investigation report and accident reports to operation and administrative manager.
- Prepares monthly trouble allowance of driver & conductor for operation department.
- Updates infraction records in the 201 files of the employees.
- Monitors suspension reports and advises erring employees.
- Conducts briefing or orientation of the Company Personnel Policy Rules & Regulation for the newly hired employees.
- Conducts actual driving to the driver's applicant.
- Prepares documents file case against the third party involved in vehicular no fault accident didn't settled their damages of the bus.

SKILLS

- Organizational and execution skills
- Technological or digital literacy
- Communications skills
- People skills
- Interpersonal skills
- Management skills
- Customer service orientation
- Problem solving
- Multitasking in a fast-paced environment
- Discretion and handling of sensitive information
- Willingness to learn
- Office software proficiency (Microsoft Office, Google Workspace)
- Calendar management and appointment scheduling
- Document formatting and editing
- Data entry and accuracy
- Phone etiquette and customer service
- Record keeping and filing systems
- Communication (both written and verbal)
- Driving automobiles (Forklift, SUV, 6-wheeler Truck & Bus)
- Driver' License (Codes A, A1, B, B1 & B2)

Company: **CAPITOL UNIVERSITY BASIC EDUCATION DEPARTMENT (CUBED)**

Type of Company: Private School

Employment Type: Working Student

Address: Cagayan de Oro City, Philippines 9000

Period: April 10, 2011 – April 30, 2015

Position: Student Security Officer

DUTIES AND RESPONSIBILITIES

- Patrol property on foot, securing personnel, assets, buildings, gates and fence perimeter are secure in all weather conditions.
- Investigate and take the appropriate lawfully action as authorized by the corporate policy on accidents, incidents, trespassing, suspicious activities, safety and fire incidents.
- Control and monitor surveillance equipment, and perform building and equipment inspection.
- Complete daily reports, including relevant information, observations, surveillance footage, and signature.
- Intercept visitors and check for proper identification and escort to exits if not authorized.
- Notify Police Station and emergency personnel when there is an emergency or unusual situation.
- Assist Police, Fire personnel, and other emergency crews when necessary.
- Protecting students and staff members within the school grounds.
- Enforcing campus rules and regulations.

SKILLS

- Customer service skills for challenging people politely but firmly.
- Patience and the ability to remain calm in stressful situations.
- Knowledge of public safety and security.
- The ability to work well with others.
- To be thorough and pay attention to detail.
- Bomb awareness training.

EDUCATION

Degree: Master in Business Administration
School: Saint Vicent's College
Address: Padre Ramon Street Estaka, Dipolog City, Zamboanga del Norte, Philippines 7100
Year Graduated: March 24, 2018

Degree: College Graduate
School: Capitol University
Course: Bachelor of Science in Business Administration
Address: Corrales Extension, Cagayan de Oro City, Philippines 9000
Year Graduated: March 28, 2015

TRAINING AND SEMINARS

- Investing in Public Relations & Developing Strategic Relationships with Partner Agencies
- Human Behavior in Organization Series no. 1
- Human Behavior in Organization Series no. 2
- Refresher Course on VIP Security
- Bomb Awareness Seminar
- Explosive Ordnance Disposal (EOD) Seminar
- Wushu-Sanshuo Philippine Federation, Combination of Boxing, Kickboxing, Judo and Wrestling (Instructor)
- Mixed Martial Arts (Instructor)
- Brazilian Ju-Jitsu
- Kali Combat (Martial Art)

ORGANIZATION / AFFILIATION

Member of Senior Marketing Association
Working Scholar in Capitol University
CBA Pep squad (Cheer-leading/Cheer-dance) 4th consecutive Champion
Capitol University Martial Art (Criminology Gym) (Brazilian Jujitsu) (Instructor)
Member of Philippine Team Mix Martial Arts
Philippine Federation Wushu-Sanshuo Combat Fighter

CHARACTER REFERENCES

Name: Maylen D. Sabado
Position: Owner
Company: FJM Meat Trading
Address: Unit 1 Emuli Bldg., Pag-asa, Bangkerohan Barangay 5-A Poblacion District, Davao City
Contact no: +639858552237
Email Address: fjmmeattrading01@gmail.com

Name: Jerome P. Junsay
Position: Butcher/Deboner
Address: Catalunan South Pointe Homes Subd. Brgy. Catalunan Grande, Davao City
Contact no: +639460672577

Name: John R. Del Castillo
Company name: Rural Transit Mindanao, Inc.
Position: Branch Manager
Address: RTMI Compound, Zone 1 Bulua, Cagayan de Oro City
Contact no: 09988468186