JAMES COLIS

PROFILE

To be able to expand my skills and experience in a different environment, and to secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow professionally.

WORK EXPERIENCE

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
2018-PRESENT

Computer Operator II

- Data Entry of Test result.
- Manage Billing of Results.
- Creating Project Procurement Management Plan (PPMP) for Rentals in Vehicle.
- Manage Payroll for co-workers.

VIRTUAL ASSISTANT
2023-2024

PROJECT MANAGER

- Create thumbnails and manage the youtube channel.
- Create blogs for a company and manage Search Engine Optimization (SEO).
- Creating design using Canva.

DAVAO A+ CREDIT CORPORATION
2017-2018

Marketing Associate

- Market clients and borrowers. Teller
- Assist the Branch Service Head in Areas of planning, marketing and for the improvement of the branch.
- communicate effectively the Image and the capabilities of the company to promote strong community presence.
- Provide Customer Service.
- Provides Information regarding the mechanics of the loan. Conduct Initial Interview on new loan applicants.
- Conduct Credit investigation and inquire about their existing SSS pensioner's account.
- Makes Recommendation of Qualified Loan Applicants Processes all Daily Transactions.
- Prepares Monthly Reports on Outstanding cash Receipts, Fully paid and past dues accounts
- Prepares ILV,OTV,GJV,RSU,EPA,CAV,ALV and other Reports Maintains Appropriate Files for Easy Retrieval.
- Designated as Petty Cash Custodian.
- Performs other task that may be assigned from time to time by General Manager or other Officers

CONTACT

- +63991-231-9485
- jamescolis28@gmail.com
- Lower Saguing, Makilala, North Cotabato

EDUCATION

2014-2017
NOTRE DAME OF KIDAPAWAN COLLEGE
- Bachelor of Science in Information Technology

2012-2014
COLEGIO DE KIDAPAWAN
- Bachelor of Science in Inforamation Technology

2008-2012
NOTRE DAME OF KIDAPAWAN COLLEGE-IBED
HIGH SCHOOL

SKILLS

- Project Management
- Teamwork
- Time Management
- Canva Design
- Microsoft Profecient

LANGUAGES

- English (Basic)