

CRIS ROY VILLAFLOR

REGISTRAR STAFF

Contact

Address

DAVAO CITY, Philippines
8000

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Skills

Welding (Shielded Metal Arc
Welding)



Enrollment Management



Records Management



Time Management



Multi-Tasking



Customer Service



Materials Handling



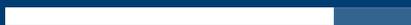
Purchasing Strategies



Supplies Inventory



Supplier Relationship
Management



Hardworking and passionate job seeker with strong organizational skills eager to secure entry level farming position. Ready to help team achieve company goals.

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Work History

2021-01 -

Current

REGISTRAR STAFF

*SAN PEDRO COLLEGE, INC., DAVAO BUKIDNON
ROAD, ULAS, DAVAO CITY*

- Verified paperwork accuracy and checked for completion prior to processing.
- Updated computer system with latest information to keep records current and accurate.
- Greeted every guest with personable approach and provided knowledgeable service.
- Organized, reviewed, and filed paperwork for secure recordkeeping.
- Developed and implemented registration policies, procedures and timelines for smooth administration processes.
- Secured confidential clients information from unauthorized access.
- Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff.
- Monitored enrollment processes to meet regulations and accreditation standards.
- Addressed registration, student accounts and billing inquiries to limit enrollment disruptions.
- Resolved student registration issues to reduce acceptance, enrolment and payment delays.
- Prepare Report Cards (SF9) and Form 137 (SF10) of under grad / graduate students.
- Prepare and apply for Special Order (S.O.) of graduate students.

2020-06 -

2020-12

ON CALL WELDER (DUE TO PANDEMIC)

*SAN PEDRO COLLEGE, INC., DAVAO BUKIDNON
ROAD, ULAS, DAVAO CITY*

Excel

Livestock Care

Property Maintenance

- Operated power tools to dismantle equipment to find and remove defective parts.
- Chipped off excess weld, slag, and spatter using hand tools.
- Inspected welds and checked critical measurements to meet specifications.
- Completed welding projects using shielded metal arc equipment.
- Salvaged and rebuilt parts to achieve cost savings and reduce waste.
- Bolted, clamped and tack-welded parts to secure components prior to welding.
- Prepared welding equipment to perform advanced welding work.
- Clamped, held, tack-welded, heat-bent and bolted component parts to achieve required configurations and positions.
- Welded in flat, horizontal, vertical, and overhead positions.
- Developed welding processes to improve coherence, accuracy and precision of welds.
- Inspected pieces for defects, measured, and checked with straightedges or templates for compliance with specifications.
- Detected faulty operation of equipment and defective materials and promptly resolved issues.
- Suggested improvements to soldering process to increase efficiency.
- Welded various connections with high-quality final results.
- Maintained safety by wearing protective equipment, staying alert and following procedures.
- Cut, grinded and bent edges of materials to be joined for snug fit using power grinders and hand tools.
- Prepared for assembly by positioning, aligning and securing parts using tools such as jigs and vises.

2012-05 -
2020-05

CENTRAL SUPPLY IN-CHARGE

*SAN PEDRO COLLEGE, INC., BUKIDNON ROAD, ULAS,
DAVAO CITY*

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- Analyzed inventory to determine serviceable, unserviceable and salvageable materials and compared items against back stock records to distribute to designated locations

2009-07 -
2011-08

Apprentice Welder

NEW SUPREME MACHINE SHOP, DAVAO CITY

- Removed excess slag with arc-cutting, grinding and using other equipment.
- Maintained safety by wearing protective equipment, staying alert and following procedures.
- Cut, grinded and bent edges of materials to be joined for snug fit using power grinders and hand tools.
- Welded metal components in vertical, overhead and flat positions.
- Chipped away debris and thick crusts of rust, slag, and other materials to ready surfaces for welding.
- Welded various connections with high-quality final results.
- Evaluated and tested various soldering materials for accuracy.
- Interpreted verbal and written instructions from work orders and welding blueprints.
- Calibrated flow and pressure settings to build and maintain flames.

2004-03 -
2009-02

Census Field Supervisor

PHILIPPINE STATISTICS OFFICE , DAVAO CITY

- Built highly efficient administrative team through ongoing coaching and professional development opportunities.
- Monitoring accuracy of numbering of households every barangay.
- Ensures safety of every field enumerators thru coordinating the barangay officials before sending off the assigned enumerators.
- Kept high average of performance evaluations.

Education

No Degree: SHIELDED METAL ARC WELDING (SMAW)

DON BOSCO TRAINING CENTER - MATI CITY

- WELDER HELPER, NEW SUPREME MACHINE SHOP, Completed 2011

Bachelor of Science: COMMERCE MAJOR IN MANAGEMENT

UNIVERSITY OF MINDANAO - DAVAO CITY

- INFORMATION CLERK INTERN, DEPARTMENT OF AGRICULTURE, Completed 2003