



Marc A. Eruela

Zone 2, Asuncion Drive, Culianan, Zamboanga City, Philippines

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Personal Information

Date of Birth : March 29, 1994

Age : 28

Gender : Male

Status : Single

Religion : Roman Catholic

Nationality : Filipino

Height : 5'4"

Weight : 120 pounds

Skills and Abilities

- Excellent communication skills (verbal, listening and written)
- Proficient in Microsoft Word, Excel and Presentation
- Highly Critical Thinker
- Highly Mathematical Thinking Skills

References

Mrs. Marilou Elago

VP- Academic

Western Mindanao State University

Mr. Abencio Carabot

PD- Manager

Pepsi-Cola Product of the Phil.
Inc.



Engr. Rolando Acuña
Provincial Director

Department of Trade and Industry

Mr. Edgar Lim
CEO/President

Shop-O-Rama Group of Companies, Inc

Educational Background

College Bachelor of Science in Mathematics
2011-2015
Western Mindanao State University
Normal Road, Baliwasan, Zamboanga City

Secondary Culianan National High School
2008-2011 (2nd year to 4th year)
Culianan, Zamboanga City

Zamboanga National High School West
2007-2008 (1st year)
Normal Road, Baliwasan, Zamboanga City

Elementary Valedictorian
Divisoria Elementary School
2005-2007 (Grade 5 to Grade 6)
Divisoria, Zamboanga City

Buug Pilot Central School
2001-2004 (Grade 1 to Grade 4)
Buug, Zamboanga Sibugay

Eligibility

Civil Service Professional Eligibility with a general rating – 80.89%

Working Experience

Virtual Assistant, February 29,2023- June 2, 2023, The Lead Generator(TLG)

- Making outbound calls to potential clients in different industries for



them to avail janitorial services and insurances

- Obtaining appointments from different industries such as churches, beauty salons, gyms, hospitals and etc.

Call Center Agent (Healthcare Contractor), February 7, 2021-February 7, 2023

- Making outbound calls to the doctor's office to follow up on the documents needed (prescription, doctor's evaluation, sleep study report, compliance download) for the patient's order to be successfully delivered.
- Checking on the patient's account to verify the documents needed
- Making outbound calls to patient to check on the different reasons why the shipment is delayed or if the order has been placed
- Receiving inbound calls from the doctor's office and patient regarding on the patient's order status.

Parts Admin Inventory Officer, March 11, 2020-January 22, 2021
E.S. Print Media, Inc.

- Inventory of Machine Parts
- Encoding of incoming/outgoing parts
- Assisting clients to buy needed parts and consumables
- Assisting technician to give requested parts for installations and services

Accounting Asst, February 7, 2018- February 29, 2020
Shop-O-Rama Group of Companies, Inc.

- Statement of accounts
- Purchases of suppliers every month

PD Checker, March 28, 2017 – October 10, 2017
Pepsi-Cola Products of the Philippines Inc.
Culianan, Zamboanga City

- Checking/counting the number of products in/out the plant
- Encoding the transactions within the day



Government Internship Program (GIP), June 21, 2016- December 21, 2016

Department of Trade and Industry

2F Vicente Wee Bldg., Veterans Ave. Zamboanga City

- Interview/assist clients in making business names
- Encoding Business Names per month
- Assisting regular employees in making business seminars

Accounting Clerk, February 2016- May 2016

Oro MegaWorld

- Encoding accounts about medicines

