

Patrick C. Baon

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Objective:

I'm looking forward to be in a job position that will utilize my knowledge and skills for self-development and for the benefit of the company.

Job Experience

Starhorse Shipping Lines Engine Cadet November 2017 - November 2018

Maintained excellent working relationships by proactively helping others conduct complex repair tasks. Facilitated communication with ship and shore to deliver updates and announcements, practising precautions. Assembled and repaired engine and electronics to maintain reliability and reduce pollutants. Observed and operated engine room of vessels to increase safety and avoid damages. Supported emergency response team during emergency and urgent situations to provide safety and security measures.

White Sand Real Estate Management LLC Document Controller March 2020 - August 2020

Ensured document validation in [System], maintaining accurate records. Reviewed and updated technical documents to reflect product changes, common errors and solutions and communicated modifications to staff Updated and maintained document management systems and physical files by initiating clean-up campaigns to remove redundant data. Managed document release processes using software to track user assignments and activities, protecting confidential company data.

Royce Credit and Financial Services Inc. Account Collector June 2022 - Present

Managed complaints with calm, clear communication and problem-solving. Organized files to support efficiency and traceability. Troubleshoot problems and diagnosed system faults. Built and maintained courteous and effective working relationships.

Education

Institution: Philippine Merchant Marine School

Major: Bachelor of Science in Marine Engineering

Year of Passing: 2016

Field of Interest

Interests in Learning more new things.

Skills

Resourcefulness Fast Learner Self
Motivated and Goal Oriented Strong
Communications and Interpersonal

Skills Strong Work Ethic Flexible in
work timings and easy to adapt to any
work environment

Strengths

Confident Fast Learner Multi Tasking & GOD

Hobbies

Playing Basketball & Instruments ,
Making Videos or Vlogging

Personal Details

Date of Birth :08/24/1996

Gender : Male

Marital Status : Married

Nationality : Filipino

Languages Known : English/Filipino



(PATRICK C. BAON)