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Date Of Birth: January 27, 1998

Nationality: Filipino

Visa Status: Employment Visa
AJMAN, United Arab Emirates
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EDUCATIONAL BACKGROUND

DATAKOM COLLEGE OF COMPUTER & TECHNOLOGY, Imus, Cavite
Philippines

ASSOCIATE DEGREE
Information Technology
2016 – October 2018

STI COLLEGE, Las Pinas, Philippines
Associate of Arts, MultiMediaArts
2015 – October 2016

SKILLS

- Computer Literate
- Project Management
- Attention to Detail
- 3D & 2D Design
- Sculpture
- Carving
- Painted Finishes
- Computer Proficiency

JOHN MICHAEL ESCALONA

PROFESSIONAL SUMMARY

Works quickly with attention to detail, achieving tasks to high-quality standards and within deadlines. Communicates well to build positive rapport with staff and clients. Dedicated to client's satisfaction, team efficiency and strict compliance with regulations. Reputation for hard work and willingness to learn new things. Thrives under pressure and adapts to challenges with ingenuity and resilience.

WORK EXPERIENCE

NAJMAT AL PHILIPPINES PARTIES & EVENTS - SHARJAH
ADMIN ASSISTANT
NOVEMBER 2022 – CURRENT

- 3D Visualization Artist (We shape three-dimensional works of Arts)
- Handling Administrative ideas to develop and evolve creative projects.
- Handling the Production orders and Delivery Note.
- Estimating Quotation Price.
- Assist in preparation and organizing of promotional material and price list.
- Responsible for coordinating internally with the sales & marketing team.

PUREGOLD PRICE CLUB. INC. Cavite City, Philippines
PURCHASING ASSISTANT
April 2020 – May 2022

- Responsible for researching information on products and entering data into the company system.

- Assist in the procurement process by monitoring stock levels, researching vendors, tracking orders, and maintaining purchasing records.
- Maintaining strong relationships with vendors and finding the best quality materials or products at the lowest prices.
- Tracking orders and ensuring timely delivery.
- Maintain update records of invoices and contracts.
- Follow up with suppliers, as needed, to confirm or change orders.
- Liaise with warehouse staff to ensure all products arrive in good condition.

SM MALL OF ASIA Pasay City, Philippines

SALES CLERK

January 2019- March 2020

- Stocking, Personal Shopping, Customer Service, English speaking and Technical.
- Sells, or leases products and services to customers.
- Answer customer inquiries and provide information on products, returns and store policies.
- Promoting & Up selling.
- Keep track of stock levels, order and receive new inventory to ensure that products are always available to customers.
- Provide a hospitable shopping environment for customers to encourage people to make purchase.
- Shelving, stocking and similar in-store duties to ensure patrons have a satisfying shopping experience.
- Consults with customers to understand their needs and preferences related to merchandise demonstrates and explains merchandise, selecting and suggesting options suitable for the customers needs. Answers customer's questions about merchandise.

TRAINING / CERTIFICATE ATTENDED

- **MICROCAD (Authorized Training Center Certificate)**
Bacoor, Cavite Philippines
AUTOCAD Vocational Course
May 2014 – November 2014