**Mechelle Maluenda**

Purok 4, Pondol, Loon

Bohol Philippines

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(+63)9171404978

**PROFESSIONAL SUMMARY**

Highly organized and detail-oriented Cargo Agent for 6 years and promoted as Cargo Officer-In-Charge for almost 1 year with extensive experience in Airline. Expertise in managing cargo shipments, tracking cargo, manage inventory and storage of cargo, monitor customer standards, providing airfreight estimations, investigates, problem solvings and answer’s customers questions and provides exceptional customer service.

**CORE SKILLS**

* Leadership
* Problem Solving
* Teamwork
* Creativity
* Self-motivation
* Positivity
* Computer Literate
* Good Organizational Skills
* Good Time Management
* Good communication skills (Written and Verbal)
* Accuracy and good attention to detail

**WORK EXPERIENCE**

* Philippine Airlines

Cargo Officer-In-Charge July 2023- Present

Cargo Service Agent May 2017- June2023

* Philippine Airlines

On the Job Trainee July 2016- January 2017

**EDUCATION**

**Tertiary | 2012-2017**

University of Bohol

Bachelor of Science in Tourism Management

**Secondary | 2008-2012**

University of Bohol

Loon Institute

**Primary | 2002-2008**

Pondol Elementary School

**CHARACTER REFERENCE**

**Armie Marie Manayon**

Account Executive-Cargo Business Department

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**Gerard Hermogenes Ebuenga**

Supervisor Ground Ops

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