



## NORVIN A. POBLETE

Dubai, United Arab Emirates.  
+971507946217 | norvinpoblete@outlook.com

### Professional Summary

My career reflects a strong ability to adapt to various roles, im a versatile professional with a diverse background spanning over 17 years in various roles. I deliver exceptional service, and manage multiple responsibilities efficiently. I am committed to leveraging my diverse skill set and experiences to contribute positively in any professional setting.

### Experience

- **PassPro. Dubai, United Arab Emirates.** February 22, 2023 - June 21, 2024  
Office Boy
  - Manage daily office tasks, ensuring a clean and organized environment.
  - Assist staff with administrative duties, including document handling and delivery.
  - Maintain office supplies and equipment, coordinating with vendors as needed.
  - Craft a range of coffee and tea drinks, including espresso-based beverages, lattes, cappuccinos, and specialty drinks. Operate and maintain coffee brewing equipment.
  - Transport documents, packages, and other materials between office locations, clients, and other destinations as needed.
- **General Food Security Authority (GFSA). Riyadh, Saudi Arabia.** October 1, 2010 - November 9, 2022  
Office Assistant
  - Offer exceptional service to VIP visitors, including representatives from the Ministry of Agriculture. Ensure their specific needs are met, such as preparing special refreshments, arranging transportation, and maintaining confidentiality and professionalism.
  - Assist in the setup and coordination of meetings, events, and conferences, especially those involving high-profile guests or government officials.
  - Handles general administrative tasks, scheduling, communication, and support.
  - Supported office operations for over a decade, maintaining high standards of cleanliness and organization.
  - Assisted in various administrative tasks, ensuring smooth day-to-day operations.
  - Provided essential support to office employees by preparing refreshments, setting up meeting rooms, distributing documents and materials to appropriate staff members.
- **YouTube Content Creator. Riyadh, Saudi Arabia.** April 2018 - December 2022  
Owner of N.Design Channel
  - Created and managed a YouTube channel focused on 3D modeling of small house designs.
  - Produced high-quality content, attracting a growing audience and achieving over 280k subscribers.
  - Utilized software such as SketchUp, Enscape, Vray, Lumion, Filmora and Photoshop to create detailed and visually appealing models.
  - Engaged with viewers, responded to comments, and adapted content based on audience feedback.
  - Account was hacked and all content was deleted by the hacker.
- **Aroma Beach Resort. Cavite, Philippines.** May 2005 - July 2008  
Barista/Waiter
  - Greet and seat customers, take their orders for food and beverages, and process transactions accurately using the cash register.
  - Craft a range of coffee and tea drinks, including espresso-based beverages, lattes, cappuccinos, and specialty drinks. Operate and maintain coffee brewing equipment.
  - Serve Food and Beverages: Deliver food and drinks to tables in a timely manner, ensuring accuracy and presentation. Clear and reset tables as needed.
  - Customer Service: Provide outstanding customer service by addressing inquiries, managing special requests, and resolving any issues professionally.

### Education

- **Davidville Academy, Parañaque, Philippines** 2000  
High School Diploma
- **Philippine Merchant Marine School, Las Piñas, Philippines.** 2000 to 2002  
Bachelor of Science in Marine Technology (Undergraduate)

## Skills

- • Computer Skills: Knowledge of computer assembly (including gaming and workstations), software installations, data entry, document formatting, email management, and basic IT support.
- • Communication Skills: Strong verbal and written communication and actively listening, responding and conveying information clearly and concisely.
- • Organizational Skills: Ability to manage multiple tasks, keep files and documents organized, and maintain a tidy workspace.
- • Cleaning Skills: Proficient in various cleaning techniques and to maintain a clean and organized work environment.
- • Serving Skills: Excellent customer service, order taking, beverage preparation, and maintaining a clean workspace.
- • 3D Modeling: Proficiency in SketchUp, Enscape, Vray and Lumion. Video and Photo editing.
- • Attention to Detail: Thorough in reviewing and verifying work to ensure accuracy. Skilled in identifying and correcting errors or inconsistencies.
- • Time Management: Efficiently prioritize tasks and manage deadlines. Ability to handle multiple responsibilities simultaneously.
- • Problem-Solving: Proficient in making decisions under pressure, and skilled in developing and implementing effective solutions.
- • Flexibility: Adaptable to various tasks and work environments.

## Projects

- **N.Design YouTube Channel**  
Developed and grew a YouTube channel focused on 3D small house designs, producing over 50 videos and reaching over 280k subscribers before the account was hacked and content deleted.

## Languages

- • English • Basic Arabic

## Reference

- Available Upon Request. -