

FRANCIS APRIL M TADEO



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SKILLS

- Effective communication skills
- Cash handling
- Product demonstrations
- Enthusiastic communicator
- Equipment troubleshooting
- Troubleshooting skills
- Documentation skills

EXPERIENCE

Machine Operator_ Supervisor , 03/2018 - 03/2024

Tachia, Yung Ho Machine Industry - Taichung , Taiwan

- Accurately executed written and verbal instructions, prints and work orders.
- Maintained clean and organised work areas.

CI/ Costumer Service /Receptionist , 02/2016 - 02/2018

HONDA MOTORS GUANZON - ORANI, Philippines

- Welcomed guests and clients in friendly, positive manner.
- Delivered polite, professional customer service to enhance business reputation through positive first impressions.

Administrator, 01/2013 - 02/2016

AAA NORTHERN LUZON LENDING COMPANY - OLONGAPO , Philippines

- Administered physical and digital filing systems, keeping records well-organised and easily retrievable for team members.
- Kept office operations running smoothly and efficiently by implementing procedure and policy improvements.

F & B WAITER , 02/2011 - 01/2013

Beanery - Balanga, Philippines

- Coordinated team members to take, serve and clear orders accurately and promptly.

Dining Waiter, 10/2009 - 05/2011

Jollibee - Balanga, Philippines

- Performed additional tasks to keep dining room running smoothly.
- Maintained safe hygiene and food handling standards for full compliance.

Warehouse Assistant, 04/2008 - 09/2009

Elizabeth Warehouse - Balanga, Philippines

- Assessed packages and counted stock to ensure delivery accuracy before unloading and processing.

EDUCATION

Bachelor of Science: Computer Engineering , 06/2003 - 03/2008

MICROCITY COMPUTER COLLEGE - BALANGA CITY BATAAN

Diploma of Higher Education: Computer Technician , 03/2001 - 06/2003

STI COLLEGE - Philippines

CERTIFICATIONS

ELECTRICAL INSTALLATION & MAINTENANCE NC II

- National Certificate II
- DEC 1 2011 TO FEBRUARY 3 2012