



# Hitter Anthony Gimeno

General Administrative

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📍 0153 Taytayan 1, Buhisan Cebu City, 6000 Cebu City

## Education

### College

Jun 2004 – May 2009

Cebu Technological University

Bachelor of Science in Industrial Technology Major in Electrical Technology

## Employment

### SME(Sorting Master Expert)

Aug 2022 – Present

Detector Inspector by Delonix Marketing

My Task – is to make sure the appointments that are booked within the technician's day are clustered together in one area so that he can do all booked appointments within a day and preferably near his house to maximize his traveling time.

### Booking Staff(Appointment Setter)

Apr 2022 – Aug 2022

Detector Inspector by Delonix Marketing

My Task – is to make appointments with the tenant of a property to set a time and day to send the technician to service their smoke alarm, gas, and electrical appliances. I'm also able to answer the queries of the tenant regarding the service we offered, able to reschedule their appointments, and troubleshoot their smoke alarms. After the call, we log in to what transpired in a call in our database.

### ESL Teacher

Sept 2019 – Jan 2022

51 Talk, Cebu City

My job is to teach Chinese adults and young learners to learn the English Language.

### Auxiliary and Electrical Foreman

Oct 2009 – 2019

GigaTech Inc., Cebu City

My job is to implement Electrical and Auxiliary plans in Building Construction, give tasks to electricians and report the progress to Project in Charge at the end of the day.

## Personal Details

Date of Birth

October 9th, 1987

Place of Birth

Cebu City

Driver's License

G01-09-000711

Gender

Male

Nationality

Filipino

Civil Status

Married

## Skills

General Administrative



Appointment Setter



Computer Literacy



Electrical Wiring



Touch Type



Teaching



Multi-tasking



Verbal & Written English

