



## CONTACT

PHONE:

+639322167761

EMAIL:

[robinjordanespina@gmail.com](mailto:robinjordanespina@gmail.com)

## HOBBIES

Playing Online RPG, Watching NETFLIX, Motorcycle trailing, Playing the Guitar and Piano.

## REFERENCES

Reyes, Dominador +63917 638 7416  
(Paralegal Consultant)

Maiké, Denes +63933 506 8593  
(Vicente P. Velez Realty Corp./errands and collections staff)

Alcordero, Jake +63915 170 9545  
(Jk7 Enterprise, Mabolo, Cebu City, Owner/Proprietor)

## STRENGTHS

Out of that box kind of thinker, patient, open-minded and teachable, I would prefer to move/learn slowly than quick but reckless ending with unfavorable results. I am humble enough to differentiate when to be independent or when its critical to ask for several opinions, I want to be respected as a person and to achieve that is by respecting my fellows, first.

# ROBIN JORDAN LANCE V. ESPINA

## EDUCATION

**Lahug Elementary School**, Lahug, Cebu City

2012 June-2013 April

Graduated High school, Old Curriculum, Alternative Learning System.

## WORK EXPERIENCE

**Vicente P. Velez Realty Corporation**, J. Solon Drive, Lahug, Cebu City

Corporate Secretary

2331350

2012 – present 11/2023

I arrange meetings for the Board of directors, I document the minutes, when the resolution is passed then I forward the resolution to SEC annually, I am also responsible for updating existing contracts for tenants.

**Grace and Baby Store (reg.)**, J. Solon Drive, Lahug, Cebu City

Owner/Proprietor

NA

2010 – 2015

Owned and ran a small, dully B.I.R. registered sari-sari store together with my then common-law wife. I handle the constant replenishing of stocks, maintain store integrity structural-wise and sanitation. Scout for new promotions that can benefit my store.

**R.V.E. wellness center**, Pook Talisay

Treatment Facilitator (Volunteer)

February 10, 2021 – August 15 2021

I was trained for competency in facilitating a given program for people with Substance Use Disorder but not limited to... I have developed patience, empathy, open-mindedness, active listening, and practicing creativity to at least be able to provide our clients with the best treatment experience.

**Foundever (formerly known as Sifel/Sykes)**, Mabolo, Synergis Building

Customer Service Representative

June 12 – Nov 15, 2023

Under a financial account, I handle consumer issues and resolve these in a timely and effective manner to achieve customer satisfaction, educating consumers to maximize their shopping experience, rigorously establishing rapport whilst consistently maintaining professional and proper etiquette.