



FRANCIS JAN CANSANCIO LIBUNA

GENERAL VIRTUAL ASSISTANT / SOCIAL MEDIA MANAGER

Profile

Career shifter with the ability to multitask and work well with others.

Excellent ability to work independently. Excellent ability to communicate with co-workers and other outside contacts. Excellent interpersonal skills to interact courteously and effectively. Enviably neat and orderly work habits. Work well under pressure and time constraints within high-volume environments.

Employment History

Able Seaman, Cyprus Sealines Co. Ltd., 349 Kifisias, 14561 Kifisias, Greece

AUGUST 2015 – SEPTEMBER 2021

- Work on an international merchant ship (worldwide).
- Stand watch as helmsman and look out.
- Perform general maintenance, repair, sanitation, and upkeep of material, equipment, and areas in the deck department.
Monitoring the safety of the ship, cargoes, and the crew during cargo operation at port to the crew.
- Navigate ship and maintains visual communication with other ships.

Own Facebook Page Admin – Aquarius Seafarer Transient Inn, Manila

JANUARY 2021 – SEPTEMBER 2022

- Posting and advertising our rooms and vacancies in our page for marketing strategy.
- Replying and commenting in our customer's concern or inquiries for more engagements.
- Setting appointments for customers show room.
- Performing cost-benefit analyses of existing and potential customers.
- Maintaining positive business relationships to ensure future sales.

Education

Bachelor of Science in Maritime Transportation, John B. Lacson Foundation

Maritime University – Arevalo, Iloilo City

JUNE 2012 – AUGUST 2015

- It is the first maritime institution to earn the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA) Level IV re-accredited status.
- It is also the first to establish a maritime high school in the Philippines.

Details

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Skills

Attention to Detail

Computer Skills

Customer Service Skills

Fast Learner

Time Management