

# MARLON D.SALVADOR

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## OBJECTIVES

To make contributions to the company to the best of my ability, skills and education and share my knowledge while interacting with others and achieve new height. • To seek challenging assignment and responsibility with an opportunity for growth and career advancement.

## COMMUNICATION SKILLS

- Comfortable with speaking in public either large or small groups.
- Resourceful when working and dedicated to assigned work until a specific task is complete.
- Exceptional writing skills.

## INTERPERSONAL SKILLS

- Ability to gain interaction among colleague and co workers.
- Compassionate towards people and their well-being
- Flexible in the work place and open-minded when it comes to trying new things
- Takes initiative
- Experience in being a leader as well as a team mate
- Polished presentation skills

## TECHNICAL SKILLS

- **Proficient in**
  - Microsoft Word and Excel
  - Power Point
  - Internet Research

## EDUCATIONAL ATTAINMENT

- **NEW ERA UNIVERSITY (1993-1998)**  
Bachelor of Science in Business Administration  
Major in Banking and Finance
- **PHILIPPINE LAW SCHOOL (1998-2004)**  
Bachelor of Laws

## EXAMINATION TAKEN

- **CIVIL SERVICE (PROFESSIONAL)**  
**PHILIPPINE LAW SCHOOL (1998-2004)**  
Bachelor of Laws

## PROFESSIONAL EXPERIENCE

- **FREELANCE ADVERTISING AGENT TO TWO MAJOR NEWS PAPER**

*2004 - 2006*

(Philippine Star and Philippine Daily Inquirer)

- While reviewing for the bar exam and not to conflict with my time in review school.
- Established connections with the lower court and help them published legal notices, decrees and decisions as required by law.

- **HANJIN HEAVY INDUSTRIES CORP.**

*2006 - 2007*

Contract Administration Team

Procurement Team

- Review, revise or make recommendations to the business team regarding the contract between hanjin and the buyers side.
- Make sure that the contract are strictly implemented and the welfare of the representative of the buyer company were look upon from housing to transportation
- Checking of the progress of the project and make sure that the time frame are strictly followed
- Constant communication with the supplier to prevent delay and bargain with the price.

- **PUBLIC ATTORNEYS OFFICE**

*2007 - 2008*

Legal Researcher

Assistant to the Chief Public Attorney

- Assigned specific case to be researched upon specifically settled jurisprudence for the benefit of indigent client.
- Assigned each lawyer for the benefit of indigent client with the approval of chief public attorney.
- Make sure that all letters, correspondence and communication be answered.

- **MC TRANSPORT LEASING AND RENTALS CORP.**

*2009 - 2017*

Operations Manager

- Was able to procure additional vehicle during my tenure as operations manager
- Specify the detailed job description of each personnel and their function for the benefit of both the company and the employees
- The system introduced in the company prove to be beneficial because there were less monitoring and less stress for both the company and employees
- Each vehicle were monitored and maintain accordingly

- **ATIENZA LAW OFFICE**

*2012 - 2020*

Legal Researcher

Liason Officer

- Keep the lawyer updated about the recent jurisprudence which is instrumental in a number of favorable decisions.
- Schedule Appointments, meetings, and court hearings.
- Drafting of Pleadings, Positions paper and depositions.

- **JOSEFINAS NEWSPAPER DISTRIBUTOR OPERATIONS MANAGER**

*2017 - Present*

OWNER

- Was able to turn the losses sustained into income generating due to Bad Decision committed in the past, by talking directly to top management of the company we were affiliated with.
- Secure another transaction by being the logistics partner in Central Luzon
- Eliminate competitions among business colleague by discussing the benefit of mutual interest.

- **AXA LIFE**

*November 2019 - 2021*

FINANCIAL ADVISOR (FOSS)

- Qualifier of ARRP (Recruitment Program)
- Consistent Producer Minimum 60,00 PVI
- Qualifier of foreign trips within a period of 6 Months (4 Clients/Month)
- Level up from Insurance Advisor to Financial Advisor in short period
- License to transact variable , life and Non life Insurance
- Inviting Client was easy because of continuous seminar online follow up and also because of affiliation I belong to. Also, due to the fact that I was active in social media wherein I always mention the Insurance Company I am engaged with before..

**JOB DESCRIPTION :**

- Prospecting and always be active on all social media account
- Build rapport and familiarization with all prospects
- Once a connection is established, always make a way to communicate
- As much as possible be aware of your clients Financial Objectives, Income and Risk tolerance
- Always follow the protocol taught in training
- Last but not the least, Don't forget your WHY! The reason that keep us motivated.