



# ELOYN BENEDICTO CECILLANO

## ABOUT ME

I am a person with broad skills and experience on different types of job and I am the usual "run to" by my co-workers.

I am adept at handling multiple tasks on a daily basis competently and at working well under pressure.

My key strength is communication; building strong relationships with people in order to deliver the best results.

## CONTACT

📍 Block 79 Lot 26 Bautista Property  
Zone 8 Barangay Sampaloc IV City of  
Dasmariñas, Cavite

✉️ [eloyncecillano123@gmail.com](mailto:eloyncecillano123@gmail.com)

🌐 <https://www.linkedin.com/in/eloyncecillano-a0a06b236/>

## EDUCATION

National College of Science and  
Technology

BS Computer Engineering | 4th year  
(undergraduate)

## WORK EXPERIENCES

### CAD Operator

Stoneworks Specialist International Corporation  
| February 2018- Aug 2018

- Designing customizable playground, pool slides and stone signage using Auto CAD, RINO 3D, and Sketch Up.
- Making quotes for new designs proposed by the marketing team.
- Supervising employees for the overall production of product to be shipped to the site.
- Making cutting lists for the production of customized playground parts.
- Operating CNC machine for precise production of fiber glass parts.

### Account Specialist

Team Span Asia Inc. | May 2019 - Present

- Sorting Mailboxes for different types of email like invoices, invoice approvals/rejections, proposals, proposal approvals/rejections, quote approvals/rejections, work orders, work order escalations, work order updates, work order disputes, work order cancellations, client escalations, etc.
- Process different types of emails to the system or forward them to the right department.
- Made a knowledge base for the whole process of entering and processing different types of emails. Which is now being used by the whole call entering team, training team, and new hires.
- Did QA for the team and generate reports to my direct manager using Microsoft Excel.
- Finished Leadership Training.
- Guide new hires to be efficient and productive when using the system.