

LEMUEL JAY ACEDO



OPERATIONS COORDINATOR/ EMERGENCY MEDICAL TECHNICIAN

Currently shifting career paths to pursue new opportunities, I bring strong adaptability and resilience developed through working in multicultural and high-stress environments. Experienced in fast-paced settings, I am skilled at handling critical situations with composure while maintaining effective communication. With proven leadership in coordinating teams and community-based trainings, I remain committed to professionalism, safety, and excellence in community service



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EXPERIENCE

OPERATIONS COORDINATOR/ EMERGENCY MEDICAL TECHNICIAN (9 YEARS)

Local Government Unit of Nagtipunan, Quirino - PHILIPPINES

May 16, 2016 - December 31, 2025

- Managed inventory of medical stocks, maintenance supplies, emergency tools, spare parts, and general materials, ensuring availability and minimizing stock-outs.
- Maintained accurate stock records, inventory logs, and documentation of goods received and issued, applying systematic tracking methods.
- Conducted inspections and preventive maintenance of equipment, facilities, and storage areas to ensure operational efficiency and safety compliance.
- Served as Team Leader during emergency response missions and day-to-day branch operations, coordinating staff and tasks to maintain smooth workflow.
- Supervised and trained team members, delegating responsibilities, monitoring performance, and fostering a collaborative work environment.
- Oversaw annual budget proposals maintaining accurate records and compliance with company policies.
- Fully trained Emergency Vehicle Operator/Ambulance Driver with strong organizational skills and a proven record of handling high-pressure situations efficiently.

SKILLS

- Team Leadership & Staff Supervision
- Inventory & Stock Management
- Microsoft Word & Excel (Data Tracking & Reporting)
- Ambulance Driving (Heavy & Light Vehicles)
- Basic Life Support (BLS) Trainer
- Vehicle Inspection & Preventive Maintenance

TRAININGS & CERTIFICATES

EMERGENCY MEDICAL TECHNICIAN (EMT)

RESCUE RECONNAISSANCE 1 INC.
in partnership with INTERNATIONAL
TRAUMA & DISASTER INSTITUTE

BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS COURSE

COMMUNITY HEALTH EDUCATION
EMERGENCY RESCUE SERVICES

EMERGENCY RESPONSE TRAINING CL 78-17

RESCUE RECONNAISSANCE 1 INC.
in coordination with
JOINT TASK FORCE -
NCR

EMERGENCY MEDICAL SERVICES

TECHNICIAN EDUCATION AND SKILLS
DEVELOPMENT AUTHORITY

WILDERNESS SAFETY EMERGENCY RESPONSE TRAINING

RESCUE RECONNAISSANCE 1 INC.
in coordination with
JOINT TASK FORCE - NCR

INTERNATIONAL DRIVER'S PERMIT HOLDER

AUTOMOBILE ASSOCIATION PHILIPPINES
ISSUED FEBRUARY 2025

EDUCATION

BACHELOR OF SCIENCE IN CRIMINOLOGY

Mallig Plains Colleges, Mallig Isabela

JUNE 2011- APRIL 2016