

James Daryl B. Apiado

Capitulacion Street, Zone1, Bangued, Abra,
Philippines, 2800
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PERSONAL INFORMATION

Permanent Address : Capitulacion Street, Zone1, Bangued, Abra, Philippines, 2800
Birthdate : August 14, 1987
Birth Place : Bangued, Abra
Height : 5'9 ft.
Weight : 132 lbs.
Sex : Male
Civil Status : Single
Religion : Roman Catholic
Nationality : Filipino

BENEFICIARY

Beneficiary Name : Marysol B. Lanas
Relationship : Live-In Partner
Permanent Address : Cabuloan, Bangued, Abra, Philippines 2800

Beneficiary Name : Fitzroy Dhryxe B. Lanas
Relationship : Son
Permanent Address : Cabuloan, Bangued, Abra, Philippines 2800

Beneficiary Name : Matthew Jaden B. Lanas
Relationship : Son
Permanent Address : Cabuloan, Bangued, Abra, Philippines 2800

Beneficiary Name : Forlem Amor B. Lanas
Relationship : Son
Permanent Address : Cabuloan, Bangued, Abra, Philippines 2800

EDUCATIONAL BACKGROUND

Elementary	Year [From] - [To]
Faustino Reyes Memorial Elementary School Address: Bgry:53, Rioeng Laoag City, Ilocos Norte, Philippines	1994-2000

Secondary	2000 – 2001
Sarrat National High School Sarrat, Ilocos Norte, Philippines	

Abra High School 2002-2004
Address: Actividad, Economia Street, Zone 1, Bangued, Abra, Philippines

College

Course: Computer Hardware Technician 2007-2009
School: Data Center College of the Philippines
Address: Brgy: Ubbog, Lipcan, Bangued, Abra, Philippines

EMPLOYMENT HISTORY

Position: Roving Merchandiser
Company: Rhea Marketing
Address: San Nicolas, Ilocos Norte, Philippines
Date: January 2012 – Feb 2013
Reason for Leaving: Company Close

Job Description / Duties and Responsibilities:

- **Receiving of Deliveries**
 - Compare merchandise invoices to items actually received to ensure that deliveries are correct.

- **Floor Control**
 - Design and set up advertising signs and displays of merchandise on shelves, counters, or racks to attract customers and promote sales.
 - Receive, open, unpack and replenish sales floor merchandise.
 - Clean display cases, shelves, and aisles.
 - Maintain and ensure standard stock level for each product
 - Stamp, attach, or change price tags on merchandise, referring to price list.
 - Monitors closely shelf life of all products and initiates withdrawal of nearly expired items.
 - Recommends clearance strategies for expiring slow and non – moving items.
 - Keeps inventories at a level to minimize out of stock and overstocks while ensuring freshness of merchandise.

- **Inventory and Report**
 - Take inventory or examine merchandise to identify items to be reordered or replenished.
 - Ensure timely and accurate inventory reports.

- **Customer Service**
 - Answer customers' questions about merchandise and advice customers on merchandise selection.

Position: Roving Merchandiser

Company: San-San Marketing Corporation
Address: San Nicolas, Ilocos Norte, Philippines
Date: Feb 2013 – Dec 2016
Reason for Leaving: Resigned

Job Description / Duties and Responsibilities:

- **Receiving of Deliveries**
 - Compare merchandise invoices to items actually received to ensure that deliveries are correct.

- **Floor Control**
 - Design and set up advertising signs and displays of merchandise on shelves, counters, or racks to attract customers and promote sales.
 - Receive, open, unpack and replenish sales floor merchandise.
 - Clean display cases, shelves, and aisles.
 - Maintain and ensure standard stock level for each product
 - Stamp, attach, or change price tags on merchandise, referring to price list.
 - Monitors closely shelf life of all products and initiates withdrawal of nearly expired items.
 - Recommends clearance strategies for expiring slow and non – moving items.
 - Keeps inventories at a level to minimize out of stock and overstocks while ensuring freshness of merchandise.

- **Inventory and Report**
 - Take inventory or examine merchandise to identify items to be reordered or replenished.
 - Ensure timely and accurate inventory reports.

- **Customer Service**
 - Answer customers' questions about merchandise and advice customers on merchandise selection.

Position: Production Supervisor
Company: NGT Health and Wellness Center/ Food Manufacturer
Address: J.p. Rizal Street, Brgy: 53, Rioeng, Laoag City, Philippines
Date: February 2017 – Present

Job Description / Duties and Responsibilities:

- Helps manufacturing staff achieve company goals by communicating expectations, planning, monitoring, and evaluating job results
- Enforces company policies and guidelines
- Recruits, hires, and trains employees
- Assists workers by offering personal growth opportunities
- Implements cost-saving strategies and techniques
- Ensures that production plans are completed by a certain time

- Contacts appropriate sources for repair issues
- Counsels employees on how to achieve an optimal output or workflow
- Resolves issues and disputes between manufacturing employees
- Creates and maintains professional schedules
- Communicates with and assists other manufacturing departments as needed
- Evaluates the condition of production equipment
- Maintains a clean and safe environment for all workers
- Compiles and analyzes production records

TRAININGS / SEMINARS ATTENDED

Training Center: Philippine Trade Training Center/ Department of Trade and Industry
 Conducted on: August 1, 2018 to August 3, 2018
 Address: Seminar Room G, 2nd Floor, PTTC Bldg. Sen. Gill Puyat Ave.cor.Roxas Blvd, Pasay City, Philippines
 Title: Documentation of cGMP Policies and Sanitation Standard Operating Procedures (SSOP)

SPECIAL SKILLS / INTERESTS

- Ability to act quickly
- Effective planning
- Eager to learn
- An eye for detail
- Problem solving abilities
- Counsel
- Confident decision making

CHARACTER REFERENCES

Mr. Reggie Duldulao
 Area Sales Man
 Rhea Marketing

Richard Ramos
 Area Sales Man
 San-san Marketing Corporation

Kelvin Dave B. Tamayo
 Owner
 NGT Health and Wellness Center/ Food Manufacturer

Applicant's Signature