



## **Roberto Nark G. Gumaru**

35A Espejo Extension, Don Jose Heights,  
Commonwealth Avenue, Quezon City  
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**OBJECTIVE:** A challenging career in a company that seeks hardworking highly motivated and goal-oriented persons.

### **Educational Background:**

- Tertiary : Isabela State University  
Cabagan, Isabela  
**Bachelor of Science in Information Technology**  
**SY 2002 - 2006**
- Secondary : Delfin Albano High School  
Cabagan, Isabela  
**SY 1998 - 2002**
- Elementary : Cabagan Central School  
Cabagan, Isabela  
**SY 1992 - 1998**

### **Work Experience:**

**Gulliver Inc.**  
**Logistic Operation Staff**  
July 2015- May 2021  
503-1 Kizone, Yashio City  
Saitama, Japan

- Responsible for documentations, including preparing paper works for outbound shipments, and reviewing shipment documents such as invoices, packing list, as well as maintaining inventory of shipment supplies
- Processing incoming shipments and receiving incoming materials
- Compare what has been received with the shipment order, ascertain that the materials are in good condition, and stock them in the warehouse, and file all necessary documentation
- Responsible for stocking shelves, organizing cartons, and performing inventory counts
- Communication skills: Have excellent skills to speak English and Nihonggo
- Can operate forklifts to unload deliveries, stacking boxes for storage and moving wooden pallets around the warehouse

**Gulliver Integrated Outsourcing Inc.**  
**Sr. Web Content Specialist – Team Leader**  
June 2011- June 2015  
6788 Standard Chartered Bldg., Ayala Avenue  
Makati City

- Working across web teams, maintain and develop the content calendar for all web properties
- Manage content creation of web pages through design, copy and coding stages
- Coordinate to our Japanese Marketing Staff to ensure project deliverables are met
- Knowledge of layouts, graphic fundamentals, typography and limitations of the web
- Strong problem-solving skills and willingness to assist other team members

**Taylor Nelson Sofres (TNS) Philippines**  
**Data Processor**  
November 2006 – May 2011  
#65 V-Luna, Brgy. Piñahan Cor. Kalayaan Ave.  
Quezon City

- Work with the team to ensure that projects are completed according to quality and schedule
- Encodes all gathered research into the data system to ensure information is accurately processed
- Looks up incomplete or incorrect information and developing/programming research sampling plans
- Attends company databases concerns if and when needed
- Performs other functions that may be assigned from time to time i.e., assisting end users on their queries (documents, printing of files, setting up pc's, etc.)

**Department of Environment and Natural Resources (DENR)**  
**Trainee (OJT)**  
Cabagan, Isabela  
Duration: 4 months

**Duties:** Troubleshoot desktop computers if there's a problem, encoding of documents, performs other functions that maybe assigned from time to time i.e., assisting them on their presentations, documents, printing of file, etc.

**Special Skills:**  
Proficient on different operating systems and application software such as:

**Operating System**

- Windows 95 / 98 / 2000 / XP / Vista / Mac OS

**Applications Software**

- Microsoft Office 95, 97, 2000, 2016 or higher

**Programming Software**

- Visual Fox Pro
- HTML
- CSS
- C++

**Achievements and Trainings:**

- Chosen as one of the Best Programming Design in our Project Study "Inventory System."

**Interests:**

Surfing Internet, programming, traveling and swimming.

**Personal Details:**

Nickname : "Nark"  
Sex : Male  
Civil Status : Single  
Birth Date : August 12, 1985  
Birth Place : Aggub, Cabagan, Isabela  
Age : 36  
Citizenship : Filipino  
Height : 5'5"  
Weight : 65 kilograms

**Character References:**

1. Mr. Yasuhiro Nose  
Sr. Manager, Gulliver Inc. - Japan  
Tel. #: (+81) 80-7964 1367
  
2. Ms. Jane Angat  
Chief Finance Officer, Gulliver Integrated Outsourcing Inc.  
Tel.#: (+63) 917-515 1523
  
3. Engineer Allen M. Paz  
Chairman, Information and Communication Technology  
Isabela State University

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

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MR. ROBERTO NARK G. GUMARU  
Applicant