

Jorge D. Gallardo III

Subic, Zambales, Philippines Mobile #: 011-63-999-511-0390 Email: gallardoiiiijorge@gmail.com

HIGHLIGHTS OF QUALIFICATION

- 3 Years management in his own Retail Business of Liquefy Petroleum Gas
- 7 years' lean manufacturing experience
- Solid background in Industrial Engineering process and ISO
- 3 years in customer service in food and beverage industry
- Farming experience on rice, corns and poultry of their family-owned farm
- Basic knowledge in Carburetor Assembly

Skills and Achievements

Mechanical

- Do-it-Yourself (DIY) repair of Yamaha motorcycle and Isuzu multicab
- Assemble and disassemble of carburettor
- Cleaning and tuning up
- Changing main jets and pilot jets
- Understanding functions of carburettor into gasoline engine

Management / Manufacturing

- Increased productivity by 100% in 3 months, targeting 100 LPG tanks per month.
- Time management in preparing 100 pcs of chicken from curing, making sauce up to Selling the product.
- Controlling 3 lines of production composes of 180 sewers, making a T-shirts in every 60 seconds.
- Dealing with customers
- Providing production instructions for 12 lines of making dress.
- Targeting quota per day with quality assurance.

Customer Service

- Good feedback to customer by reaching their satisfaction.
- Fast delivery of product
- Providing a good service

PROFESSIONAL EXPERIENCE

LPG Retail Store Owner-Operator

February 2018 - Present

J&T LPG retailing store is a thriving business in the Town of Aningway Subic, Zambales, Philippines even during the pandemic.

Achievements & Responsibilities:

- As a thriving LPG Retail business owner, Jay executed processes including business planning, marketing, cost estimations, critical thinking, cost control & effective business management, with hard work and dedication to continuous improvement.
- conducted a marketing strategy to promote the LPG business and accelerate its sales growth by 25%
- Quality Product, Customer-focus, On-time delivery, and Preventive maintenance on the Gas Tank sets our brand and product apart from the competition. Managed business workflow and coordinated with business partners and distributors for just in time inventory.

Kitchen Staff / Service Crew

May 2016 – January 2018

Melted Cheese Restaurant is located at Ahad Ruffidah Saudi Arabia. It is a fast food restaurant that produces Pizza, Shawarma, Fried Chicken, Fried Rice, Grilled Chicken and fresh juice.

Achievements & Responsibilities:

- As a motivated self-starter, the training needs are minimum for all kitchen preparation tasks & processes like marinating chicken, preparing sauces and beverages
- With a keen eye for process improvement, I developed a more efficient process that saved time and reduced work hours from 2 full time equivalent to 1.
- Upon arrival in Saudi, Arabia Jay volunteered to install floor tiles & paint the ceiling of the unfinished restaurant building, demonstrating teamwork, flexibility, adaptability, giving back to the community, and allowing the restaurant to open quicker;

Industrial Engineering Staff

January to June 2015

Hanjin Heavy Industries and Construction Philippines (HHIC–Phil) built the Subic Shipyard. HHIC-Phil is a subsidiary of the multi-national South Korean firm Hanjin Heavy Industries.

Achievements & Responsibilities:

- Improved & monitored productivity, efficiency, prepared and analyzed reports, provided safety reminders, and improved workflow by timely scheduling quality inspection per block.
- Ensured usage of the right parts for the building blocks to reduce rework.
- -Conducted a Time & Motion study to reduce cost and verify the standard hours used are accurate in the welding processes.
- Promoted from Welder at Asian Ocean Core, Inc., a sister company of Hanjin, to Engineering Staff

Welder

May to December 2014

Asian Ocean Core Inc. is a sister company of Hanjin Heavy Industries and Construction Philippines (HHIC–Phil) and builds the accommodation in the ship.

Achievements & Responsibilities:

- As one of the best welders promoted to fix rework and troubleshoot issues on repair and fix metal tubes that have a leak
- Promoted to Overhead welder, a complicated process using hand welding process.
- Conducted Flux-cored Arc Welding (FCAW)

Production Operator

September 2008 – January 2014

Sunflower Corporation is located at Taoyuan, Taiwan. The company is focusing in making laminated wood that has been use in making cabinets, tables, desk, cubicles, walls etc....

Achievements & Responsibilities:

- Operate the vacuum machine in Press 2 and 3 department
- Removing plastic separator in newly made production came from the oven
- Disposal of plastic separator using forklift.
- Assorting laminated wood products according to their designs and thickness
- Cleaning steel plates by using air spray gun.
- Aligning the plates for new batch of raw materials in making laminated wood.

Industrial Engineer

June 2006 – July 2007

Limech Garments Manufacturing Corporation ISO 14001; 2004 (EMS) ISO 9001:2000 (QMS) OHSAS 18001. It is an Apparel Company that sewing winter clothes, blouse, T-shirts, vests etc...

Achievements & Responsibilities:

- Monitoring the input and out per line
- Plan and design system that will increase productivity
- Performed time and motion study. Set time standard per operation
- Prepares work instructions and procedures per product model
- Make a productivity report per line
- Improves the flow per line by applying line balancing

Industrial Engineer

May 2004 – April 2006

Subic Bay Apparel Company that manufactures garments like coats and pants.

Achievements & Responsibilities:

- Monitor individual efficiency on daily and weekly basis
- Making operational breakdown per model
- Conduct shrinkage test in the new fabrics
- Conduct time and motion study, work simplification and method study
- Prepare line balancing
- Make a spreading machine for easy spreading rolls of paper.

Waiter

March 1999- May 2000

Villa Mercedes is a Bar and Restaurant establishment.

- Preparing tables for a meal, taking customers order, serving drinks and food
- Cleaning up before, after and during servings time
- Preparing needs for room services
- Follow up videoke songs requested by the customers
- Preparing tables and chair for birthday parties or special occasions
- Always make sure that all drinking product are well stored on refrigerator
- Work as a team

Farm & Property Coordinator & Worker

Grand Parents Properties at Subic Zambales

Achievements & Responsibilities:

- Assisted in managing the farm and coordinated resource planning for 4 Hectare Farmland.

- Plant, cultivate and harvest crops, raise livestock and poultry and maintain and repair farm equipment and buildings.
- Operated Two-wheeled tractor similar to a rotary tiller
- Negotiated with tenants on residential and commercial properties
- Managed tenant's complaints and repairs, and coordinates with tenants
- The farmland was sold to a land developer for housing projects

EDUCATIONAL BACKGROUND:

Bachelor of Science in Industrial Engineering

Graduated, A 5-year Degree
Mondriaan Aura College
Subic, Philippines

Bachelor of Science in Civil Engineering

3rd year Level
Technological Institute of the Philippines
Quezon City, Philippines

High School Diploma

Completed 1997

St. Nicholas Academy
Catallejos, Zambales, Philippines

References: Available Upon Request