

Lorenzo Bartolome

Malolos 3000

lorenzo_bartolome123@yahoo.com

+63 927 577 7666

Work Experience

Delivery courier

Non stop Delivery Services - Bulacan

March 2020 to Present

- Loading, transporting, and delivering items to the clients or business in a safe, and timely manner.
- Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct and the customer is satisfied.
- Assisting with loading and unloading of items from the vehicle.
- Accepting payments for delivery items.
- Providing excellent customer service, answering questions, and handling complaints from the clients.
- Adhering to assigned routes and following time schedule.
- Abiding to all transportation laws and maintaining a safe driving record.
- Preparing report and other documents related to deliveries.
- Operating equipments and machines, such as cars, forklift, motorcycles, etc.

Plastic injection Machine operator

E-hyun - Paju South Korea

September 2007 to August 2019

- Assist in the installation, preventive maintenance, and repairs of machinery.
- Mixes catalyst, thermoplastic materials, and coloring pigment according to formula using mixing machine.
- Repairs and maintains machine, auxiliary equipment to ensure proper function.
- Set up and start up molding machines, check products using caliper and other testing method.
- Monitor and troubleshoot processing problems, perform preventive maintenance task and document process changes.
- Control and adjust machine settings for changeover, different functions, or other varying needs of production.
- Verify adequate materials and supplies are available to complete the operation as needed.
- Perform quality control, follow reporting and record keeping procedures, and report problems to supervisor.
- Communicate with team members and support teams to ensure continuous production of correct product and high quality levels with minimal wasted time and materials.
- Maintain cleanliness in all assigned work areas and equipments.

Data Encoder/Office Staff

DBP SERVICE CORPORATION - Makati

May 1996 to September 2007

- Worked as data encoder .
- Customer representative.

- Accounts verifier who conduct any necessary requirements for members data information and inquiries regarding with their records and benefits..

Education

Bachelor's in Bachelor of Science Major in Human Resources Management

University of Regina Carmelli College - Malolos

June 2000 to October 2003

2 year technical college in Automotive technology

Bulacan state University - Bulacan

June 1994 to May 1996

Skills

- Plastic injection Machine operator and technician (9 years)
- Welder (1 year)
- Forklift driver (9 years)
- Office Clerk (10+ years)
- Delivery Driver Experience
- Courier
- Logistics
- Load & Unload
- Driving
- Automotive Repair
- Warehouse Experience
- Customer Service

Languages

- English - Intermediate
- Korean language - Intermediate
- Tagalog - Expert

Certifications and Licenses

Data encoder

Present