

## **Daniel Romanillos Naïve**

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### **Objectives:**

To obtain a challenging full time position in a dynamic and progressive company where my education, experience and personal qualities can be efficiently utilized.

### **WORKING EXPERIENCE:**

June 2022 – up to present

#### **Station Loader** – Asiapro Multipurpose Cooperative

- Take work orders from supervisors and determine which aircraft have been assigned.
- Lift and carry all cargo items from dollies to the airplane cargo area and ensure that all items are properly stacked and secured.
- Unload airplane cargo areas and place retrieved items onto conveyor belts or transport dollies.
- Ensure that cargo is distributed/stacked in a manner that maximizes space.
- Inform supervisors of any issues or problems with cargo activities, or any suspicious findings in an immediate manner.

February 2021 – May 2022

#### **Cleaners** – Aces Cleaning Services

- Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleansing tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Cooperate with the rest of the staff

February 2020 – January 2021

#### **Unemployment**

June 2019 – January 2020

#### **Mailroom Staff** – One Source Facility Services Corp

- Receive mails coming into the organization or from the post office
- Record the date of receipt, name of the sender, and location of the receiver
- Sort the mails or packages according to locations or departments

- Deliver mails to departments and to individuals within the organization; and collect mails to be sent out from them
- Ensure that mailroom never run short of materials required for posting mails such as postage stamps, envelopes, and markers
- Maintain a good relationship with courier agencies to ensure that they are readily available when the need for their services arises
- May be responsible for procuring materials used by the mailroom
- Ensure that the mailroom and surroundings are always neat
- Maintain high level of confidentiality in handling mails
- Monitor the movement of mails sent outside the organizations

March 2018 – June 2018

**Messenger & Collector** - Icon Reefer Corp.

- Clarifying scheduled and anticipated deliveries before each shift begins.
- Fetching, checking, and signing for parcels at their respective collection points.
- Taking special care to load the parcels into bag in a safe manner.
- Devising and choosing the most effective routes.
- Transporting items to drop-off points.
- Answering recipients' questions about the delivery process.
- Ensuring that both I and the recipient sign all relevant documentation upon delivery.
- Checking to see that have completed all work allocated for the day.
- Advising line manager of deliveries that could not be fulfilled.
- Remaining friendly and helpful.

September 2017 – February 2018

**Messenger** – Information Professionals Inc

- Handle the delicate packages and parcels with great care.
- Deliver the packages and messages efficiently and on time.
- Deliver the parcels and documents to the addresses mentioned on the package.
- Pack the items to be delivered in a safe and proper manner before deliver.
- Drive vehicles in order to reach destinations to deliver packages or messages.
- Deliver packages in a timely fashion.
- Ability to communicate with customers in a polite and professional manner.
- Keep record of package delivery information, such as time of delivery and recipient's name.
- Make sure that the documents and packages are delivered safely and ensure their confidentiality.
- Maintain a record of incoming and outgoing packages.

**EDUCATIONAL BACKGROUND:**

2011 – 2014

Our Lady of Fatima Valenzuela

120 McArthur Highway, Valenzuela City, Philippines

- Bachelor of Science and Marine Engineering  
Under Graduate

**SKILLS:**

- ✓ Active listening
- ✓ Time management
- ✓ Open mindedness
- ✓ Willingness to learn
- ✓ Adaptability

