

Subject: Application for Production Operator

The Hiring Manager

Dear Ma'am/Sir,

I would like to take a moment out of your day if I may to introduce myself as best as possible on paper. I am writing in connection to a potential job opening that you might have at Canada for a Production Line Operator.

I have four (4+) years' experience as Machine Operator at Nishinaka Orimono Co. Ltd., in Okayama Ken, Japan where I was introduced to various high responsibility tasks that are required within a fast paced, factory environment.

In my previous job, I am responsible for repairs broken yarns by typing and splicing ends, Treads loom shuttles with cross-yarn arms, Position and feeds machines with fiber packages, Examines finished products for defects and variations, Reporting faults in machines, and carrying out quality control procedures.

I am a dedicated worker passionate about the job entrusted to me. I make sure that all the projects are completed on time. I am also dependable, love working as part of a team, and a positive and energetic employee.

I hope that this brief introduction has pleased you and that you may be able to invite me in for a more formal interview. I would very much hope to discuss the job specifications in more depth and demonstrate my enthusiasm further.

Sincerely,

Lennie C. Perdon

# LENNIE CREDO PERDON

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Hard working Production worker offering 4+ years experience in manufacturing needs. Successful in working long hours in challenging environments. Excellent history of working well with other team members,pitching in to help achieve team goals. A positive and confident personality blended with a strong work ethic.

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## Skills

- Operate and monitor weaving machines,work with specialized machinery,techniques and materials to process threads of yarn into weaved products.
  - Maintain machinery and ensure operations run without problems.
  - Ready to work extra hours to meet the deadlines and ensure every customer is satisfied.
  - Can work under pressure
  - Safety-focused and efficient.
  - Self-motivated
  - Work area cleaning and organization.
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## Personal Data

Age : 32 years old  
Status : married  
Birthdate : July 5, 1990  
Birthplace : San Jose, Camarines Sur  
Height : 150 cm

## Work Experience

APRIL 1, 2018 - MAY 31, 2022

Weaving Machine Operator / Nishinaka Orimono Co. Ltd. Okayama Ken, Japan.

- Operate Industrial Weaving Machine Ishikawa, Automatic Old Tatami Mat Machine TC-3.
- Observe woven cloth to detect weaving defects.
- Operated textile machines that performed weaving processing.
- Stopped machines when specified amounts of products have been produced.
- Inspected machinery to determine whether repairs are needed.
- Examined looms to determine the causes of loom stoppage or mechanical defects.
- Recorded information about work completed and machine settings.
- Responsible for efficiently operating the weaving loom including checking the face for quality defects, correcting defects, threading yarn, replacing yarn which may have run out from the creel.
- Responsible for repairing minor weaving machine malfunctions and blowing out of the machine.
- Responsible for lifting or moving heavy objects.

FEBRUARY 27, 2018 - MARCH 30, 2018

Cosmos Cooperative / 8-7 Chiyo, Fuchu-cho, Aki-gun, Hiroshima Ken, Japan.

- Studied the Japanese alphabet Hiragana, Katakana, Basic kanji.
- Basic Conversation.
- Useful Conversation.

AUGUST 26, 2017 - OCTOBER 21, 2017

Lexus Academy Training And Assessment Center, Inc. / 58b Sta Monica, Pasay, Metro Manila.

- Studied Japanese language (300 Hours)
- Hiragana, Katakana and Basic Kanji.
- Basic Conversation.
- Useful Conversation.

AUGUST 16, 2012 - AUGUST 26, 2017

Knitting Machine Operator / Knitting Quality Control Inspector /  
PIAA Garments PHil. Inc.  
FCIE Compound City of Dasmarinas, Cavite.

- Running a set of high-end knitting machines such as Keumyong Machines, Sames Machines, Tayu Machines, Ssangyong Machines, Kyung Bo Machines and Inspector machines (Jinzen).

- Helping quality control and yarning up machines.
- Checked materials to ensure that it meets quality specifications.
- Run production on multiple machines in a set.
- Kept knitting machines running continuously while maintaining high-quality products.
- Loaded and changed various yarns onto machines to make cloth.
- Properly checked and inspects all different kinds of fabric defects.
- Checked the composition of the yarn that is being used in making a fabric.

## On-The-Job Trainings:

DECEMBER 7, 2010- FEBRUARY 6, 2011

Citadel Inn Makati / P.Burgos St. Bel-air Makati City

Accounting Department

- Help prepare invoice and expense report.
- Checked financial documents and journal entries for accuracy.
- File documents.

## Food and Beverage Department

- Greet customers and answer their questions about the menu items and specials.
- Take food or drink orders from customers.
- Relay customer's order to other kitchen staff.
- Prepare food and drink orders.
- Accepts payments and balance receipts.

## Housekeeping Department

- Maintaining common areas neat:sweeping,sorting,washing.
- Making sure that rooms meet hotel standards,tidiness,material available.
- Helping to organize the cleaning service schedule according to the occupancy rate.
- Make beds,change sheets,remove and replace used towels and toiletries.

JUNE 7,2010 - SEPTEMBER 10, 2010

Fersal Hotel / 455 A Mendoza Cor.Alvarez St. Sta Cruz Manila

Audit Department(JB Music and Sports)

- Responsible for assisting the finance department in processing financial reports,analyzing account statements,releasing invoices and helping conducting tax audits.
- File documents.

## Food and Beverage Department

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- Take food or drink orders from the customers.
- Relay customers' orders to other kitchen staff.
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## Housekeeping Department

- Make beds,change sheets,remove and replace used towels and toiletries.
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- Helping to organize the cleaning service schedule according to the occupancy rate.

APRIL 15, 2009 - MAY 15, 2009

Golden Leaf Hotel / Misericordia St. Tinago, Naga City

### Housekeeping Department

- Make beds,change sheets,remove and replace used towels and toiletries.
- Stock and sort supplies.
- Vacuum,clean,dust and polish guest rooms.
- Ensure security of the guest rooms and privacy of guests.

APRIL 10, 2008 - MAY 24, 2008

Starview Hotel/ 76 Elias Angeles St. Naga City

### Housekeeping Department

- Stocks and sort supplies.
- Vacuum,clean,dust and polish guest rooms.
- Make beds,change sheets,remove and replace used towels and toiletries.
- Ensure security of guest rooms and privacy of guests.

## Education

MARCH 2011

Bachelor of Science in Hotel and Restaurant Management /  
Partido State University / San Jose, Camarines Sur

### Trainings / Seminars Attended:

SEPTEMBER 15, 2009

- “Special Classes Series 2: The Hospitality Management of the First Ever Bicol Food and Beverage Expo 2009” / The Avenue Plaza Hotel, Magsaysay Avenue, Naga City.

AUGUST 1, 2009

- “Career Professionalism in Tourism / Hospitality Industry” / Gabaldon Building, San Jose Central School, San Jose, Camarines Sur.

JULY 25, 2008

- “Enhancement Program for Hospitality Students: A Journey to Excellence” / Cultural Center, San Jose, Camarines Sur.

DECEMBER 4, 2008

- “Preparing Our Youth for the Future” (HRRAB) Hotel, Restaurant and Resort Association of Bicol / Philippine- Japan friendship Highway, San Antonio, Nabua, Camarines Sur, Philippines / Macagang Business Center.

APRIL, 2007

Secondary / San Jose National High School / San Jose, Camarines Sur

- Member of Interpretative Dance (Doxology)
- Participated in school activities (Miss sophomore)
- Participated in community service

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## Achievements

- NC 11 - Front Office Services Examination Passer
- NC 11 - Housekeeping Services Examination Passer
- NC 11 - Food and Beverage Services Examination Passer

## References

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