

# JEFERSON C. LONTOC

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12676 Phase 2 Milagrosa Carmona,  
Cavite City, Philippines

## CAREER SUMMARY

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With over a decade of experience in warehousing, I have consistently demonstrated my dedication to maintaining efficient inventory management and ensuring timely order fulfillment. Having worked for more than 10 years in various warehouse roles, I've honed my skills in material handling, inventory control, and maintaining a clean and organized work environment. My commitment to safety, strong attention to detail, and the ability to work collaboratively with team members make me a valuable asset for any warehouse operation. I am enthusiastic about the opportunity to contribute my expertise and hard work as a dedicated warehouse worker.

## SKILLS

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- Warehouse Management
- Inventory Control
- Material Handling
- Order Picking and Packing
- Safety Compliance
- Quality Assurance
- Forklift Operation
- Team Collaboration
- Communication
- Problem solving
- attention to detail
- time management
- computer skills
- organization

## WORK EXPERIENCE

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March 2003 – December 2004

### **GLOBAL LIGHTING PHILS.INC.**

Production blowing Operator

Job Descriptions:

- Operate blow molding machines
- Maintain equipment and troubleshoot issues
- Inspect products for quality
- Record production data
- Follow safety guidelines
- scrapers
- pre-weight scale
- transferors
- Floor clean up
- baggers
- wrappers
- boxers
- sorters
- bung wash
- leaf lard scraper
- offal sorter

November 2006 – March 2010

**J.J DRILLTEK CORP**

Fabricator/Industrial

Job Descriptions:

- Fabricate products from raw materials.
- Cut, shape, and assemble materials.
- Ensure product quality and safety.
- Maintain equipment and tools.
- Read and interpret blueprints.
- Collaborate with colleagues.
- Adhere to safety guidelines.

May 2015– October 2015

**EXCEL COIL CORPORATION**

Checker

Job Descriptions:

- Inspect coils for quality and defects.
- Verify product specifications.
- Record and report findings.
- Ensure accuracy and consistency.
- Collaborate with team members.
- Follow company procedures.
- Maintain a clean work area.

May 2017 – December 2020

**LEGALAS TRADING CORPORATION**

Warehouseman

Job Descriptions:

- Receive and store materials in the warehouse according to designated materials layout
- Pick and dispatch customer orders based on delivery documents provided by Customer Service team
- Coordinate with customer service staff re delivery schedule and outsourced trucking service provider contracted to deliver customer orders
- Secure inventory of materials
- Maintain warehouse premises and cleanliness
- Supervise conduct of pest control services
- Conduct repairs and maintenance of warehouse equipment & facilities (reach & pallet trucks, lighting, etc.)
- Accomplish required reports, records and forms and file accordingly
- Conduct product rework as needed
- Conduct weekly inventory count and report to head office
- Counter and collect at customer as needed

December 2020 – Currently employed

## **LEGALAS TRADING CORPORATION**

Warehouse Officer

Job Descriptions:

- Receive and store materials in the warehouse according to designated materials layout
- Pick and dispatch customer orders based on delivery documents provided by Customer Service team
- Coordinate with customer service staff re delivery schedule and outsourced trucking service provider contracted to deliver customer orders
- Secure inventory of materials
- Oversee conduct of warehouse premises maintenance & cleanliness
- Oversee conduct of pest control services
- Repairs and maintenance of warehouse equipment & facilities (reach & pallet trucks, lighting, etc.)
- Accomplish required reports, records and forms and file accordingly
- Oversee conduct product rework as needed
- Oversee conduct of weekly inventory count and report to head office
- Counter and collect at customer as needed

## **EDUCATION**

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### **TERTIARY**

#### **SAINT MICHAEL COLLEGE OF LAGUNA**

Bachelor of Science in Computer Technology  
Undergraduate  
2001

### **SECONDARY**

#### **COLEGIO DE SAN JOSÉ**

Secondary/ High School Diploma  
Graduate  
June 1998-2001

### **PRIMARY**

#### **CARMONA ELEMENTARY SCHOOL**

Primary/ Elementary Education diploma  
Graduate  
1992 - 1998

## **TRAINING**

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July 27, 2023

**Good Warehousing storage Distribution Practices**

August 8-9, 2023

**Occupational Safety and Health Training**