

# JONARD MOLINA MONTECLARO

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## PROFESSIONAL SUMMARY:

A dedicated and versatile professional with a diverse background in security, customer service, and logistics. I have gained valuable experience as a security guard, bagger, stock clerk, packer, and package counter clerk, which has honed my ability to adapt to various roles and responsibilities. My time as a security guard equipped me with strong attention to detail and the ability to maintain safety and order. As a bagger and stock clerk, I learned the importance of organization and customer service, ensuring a positive shopping experience. My experience as a packer and package counter clerk emphasized efficiency and accuracy in handling and shipping customer items. I bring a strong work ethic, adaptability, and a customer-centric focus to any role I undertake, making me a valuable asset in various professional settings. I am eager to leverage my multifaceted skills and commitment to excellence to contribute effectively in a dynamic work environment.

## SKILLS AND ABILITIES

- Patrolling
- Hand-eye Coordination
- Attention to Detail
- Time Management
- Multitasking
- Communication Skills
- Safety Awareness
- Packing & Labeling
- Organizational Skills
- Physical Skills
- Teamwork
- Customer Service
- Efficiency
- Flexibility
- Adaptability

## EXPERIENCE:

Greyhounds Security & Investigation Agency Corp. | Philippines Mar 2010 - Present

### Position: Security Guard

- Conducted regular security patrols of the premises.
- Monitored surveillance cameras and alarm systems.
- Checked and verified the identification of individuals entering the premises.
- Responded to security incidents and emergencies.
- Reported any suspicious activities or safety hazards.

ISS Facility Services Philippines Inc. | Philippines Nov 2008 - Sep 2009

### Position: Bagger

- Assisted customers in packing and bagging their groceries.
- Safely handled and packaged items to prevent damage.
- Helped customers to their vehicles and loaded groceries.

Big-R Super Center Robinson Metro East | Philippines May 2002 - Oct 2002



**Position: Bagger**

- Maintained a clean and organized bagging area.
- Collaborated with cashiers to ensure efficient checkout.
- Followed store policies and guidelines for bagging procedures.

Robinson Galleria Supermarket | Philippines  
2002

Sep 2001 - Feb

**Position: Bagger**

- Provided excellent customer service and addressed any inquiries or requests.
- Helped restock shelves and maintain inventory levels as needed.
- Regularly cleaned and sanitized shopping carts and baskets for customer use.

Suyon Corporation (BENCH) | Philippines

Apr 2000 - Sep 1999

**Position: Stock Clerk**

- Managed inventory by regularly checking and updating stock levels.
- Received and inspected incoming shipments for accuracy and quality.
- Organized and stocked shelves, ensuring correct labeling and neat presentation.

MSM Corporation, SM Megamall | Philippines

Feb 1999 - Jul 1999

**Position: Sales Utility Clerk**

- Assisted customers with product inquiries and location.
- Operated cash registers and processed customer payments.
- Restocked merchandise and maintained store shelves.

T.A. Philippines Inc. | Philippines  
1998

Jul 1998 - Nov

**Position: Packer**

- Prepared orders by packing customer items for shipment or pickup.
- Checked contents for accuracy and quality.
- Labeled packages with shipping information.

Ever Shopper Inc. | Philippines

Feb 1997 - Jul 1997

**Position: Package Counter Clerk**

- Accepted and logged incoming packages from customers and carriers.
- Weighed and measured packages to determine shipping costs.
- Advised customers on shipping options and costs.

**EDUCATION**

Antipolo High School | Philippines  
1991-1995  
Secondary