

CARLO REYES ARELLANO

82 Zigzag Hills St., Malhacan, Meycauayan City, Bulacan
Philippines, 3020
Phone No.: (044) 813-6721
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PERSONAL INFORMATION

Permanent Address : 82 Zigzag Hills St., Malhacan, Meycauayan City, Bulacan
Philippines, 3020

Birthdate : November 1, 1982
Birthplace : Sta. Maria, Bulacan
Height : 5'7 ft.
Weight : 140 lbs.
Sex : Male
Civil Status : Separated
Religion : Roman Catholic
Nationality : Filipino

BENEFICIARY

Beneficiary Name : Andoloy, Ma. Rochelle Antoinette Real
Relationship : Common-Law Spouse
Permanent Address : 82 Zigzag Hills St., Malhacan, Meycauayan City, Bulacan
Philippines, 3020

Tel. No. : (63950) 600-0987

DEPENDENTS:

Child: Arellano, Carl Zian Adyl Aquino	Birthdate: March 8, 2007 Birthplace: Bocaue, Bulacan Occupation: Student
Child: Arellano, Zoe Elisha Gabrielle Andoloy	Birthdate: November 12, 2016 Birthplace: Sta. Ana, Manila Occupation: Student
Child: Arellano, Hailey Carelle Mikhail Andoloy	Birthdate: February 20, 2018 Birthplace: Sta. Cruz, Manila Occupation: Student

BROTHERS / SISTERS

Brother: Arellano, Arnel Reyes

Birthdate: August 20, 1969
Birthplace: Meycauayan City, Bulacan
Civil Status: Married
Occupation: Business Owner

Sister: Yamamoto, Alma Arellano

Birthdate: October 7, 1972
Birthplace: Meycauayan City, Bulacan
Civil Status: Married
Occupation: Housewife

EDUCATIONAL BACKGROUND

Elementary

School: Malhacan Elementary School
Address: Meycauayan City, Bulacan, Philippines

Year [From] - [To]
1989 - 1995

Secondary

School: Meycauayan College
Address: Meycauayan City, Bulacan, Philippines

1995 - 1999

College

Course: Bachelor of Science in Computer Engineering (undergrad)
School: University of the East - Caloocan
Address: Samson Road, Caloocan City, Metro Manila, Philippines

1999 - 2004

Vocational

Course: Automotive Mechanic Technology
School: Philippine Technical Education and Skills Development Authority
Address: RTC Tabang, Guiguinto, Bulacan, Philippines

2018 - 2019

EMPLOYMENT HISTORY

Position: Automotive Senior Service Technician

Company: BMW Autoallee

Address: Eton Centris, EDSA cor. Quezon Avenue, Quezon City, Metro Manila, Philippines

Date: October 2019 – Up to Present

Reason for Leaving: Presently Employed

Job Description / Duties and Responsibilities:

- Perform work as described on repair order with efficiency and accuracy, in accordance with BMW factory and BMW Center standards
- Diagnose the cause of vehicle malfunctions and recommend/perform appropriate repairs.
- Examine vehicles to identify necessary repair or maintenance items that may not be included on the repair order and communicate to Service Advisor
- Clearly and accurately document all work performed.
- Road test vehicles as required or refer to the inspection technician as appropriate.

Position: Automotive Technician Intern
Company: Ford Philippines - Marilao
Address: Marilao City, Bulacan, Philippines
Date: April 2019 – August 2019
Reason for Leaving: Finished on the Job Training

Job Description / Duties and Responsibilities:

- Familiarity in performing complete diagnostic coverage of current and future Ford through the Integrated Diagnostic System
- Keeps equipment available for use by inspecting and testing vehicles, completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters.
- Maintains vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.

TRAININGS / SEMINARS ATTENDED

Training Center: BMW RTC Malaysia
Address: Cyberjaya, Kuala Lumpur, Malaysia
Title: BMW ICT Senior Technician Certification

Duration: August 15 – 18, 2023

Training Center: BMW RTC Malaysia
Address: Cyberjaya, Kuala Lumpur, Malaysia
Title: BMW ICT Senior Technician Step 4

Duration: June 19– 23, 2023

Training Center: BMW RSA Motors
Address: Parañaque City, Metro Manila, Philippines
Title: BMW ICT Technician Certification

Duration: November 24 – 29, 2022

Training Center: BMW Autoallee
Address: Virtual Training
Title: BMW ICT Technician – Step 3

Duration: June 2022

Training Center: BMW Autoallee
Address: Virtual Training
Title: BMW ICT Technician – Step 2

Duration: July 2021

Training Center: BMW Autoallee
Title: BMW ICT Technician – Step 1

Duration: June 2021

SPECIAL SKILLS / INTERESTS

- Excellent written and oral communication skills
- Customer-service skills
- Detail oriented
- Team Player
- Proven experience as auto mechanic
- Knowledgeable in mechanical, electrical, and electronic components of vehicles

CHARACTER REFERENCES

Alma Blanco
Service Manager
BMW Autoallee
Email: alma.blanco@autoalleebmw.com
Tel. No.: (02) 3433-3191

Sterenson Jake Memita
Senior Technician
BMW Autoallee
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Tel. No.: (02) 3433-3191

Ace Villareal
Workshop Supervisor
BMW Autoallee
Email: ace.villareal@autoalleebmw.com
Tel. No.: (02) 3433-3191

Applicant's Signature