

# DEANNA DE GUIA TOLENTINO

B4 L30 Iriga St South City Homes Biñan Laguna

E-mail Add: [deantolentino11@yahoo.com.ph](mailto:deantolentino11@yahoo.com.ph)

Contact No.: +639183424175



## **OBJECTIVES:**

- *To utilize my 14 years of experience in warehouse management to lead and manage a successful team in an efficient and cost-effective manner.*
- *To apply my expertise to streamline processes, reduce costs, apply best warehouse practices and ensure at all times a 100% inventory accuracy.*
- *To ensure a safe working environment by implementing health and safety protocols and ISO 14001 /ISO 9001 standards.*

## **WORK EXPERIENCES:**

**SMK Electronics (Phils.) Corp**

Clark Pampanga

**Position: Warehouse Asst. Manager**

*Year: September 2017 – Present*

- Achieves financial objectives by supporting the preparation and control of Logistics Dept. fiscal year budget.
- Plan the appropriate job functions per area according to operational needs.
- Ensure the warehouse operates at high efficiency, with customer satisfaction being the primary goal, by supervising, organizing, directing, and training warehouse employees and establishing, monitoring, and managing operation goals.
- Establish and manage all aspects of inventory, including inventory levels, inventory accuracy, inventory tracking, and inventory reporting.
- Recommend tools, fixtures, equipment or changes on layout to improve work flow, productivity, quality of consumer performances. Recommend improved methods, records, etc. to enhance quality and efficiency.
- Establish, implement, update, and document warehouse standard operating procedures or work instructions, validation and program sustainability activities to ensure standardization, continuous improvement and validation of activities
- Ensures quality and integrity of product during loading and unloading.
- Establish and maintain designated work areas and arrange as needed; ensure orderly and safe conditions at all times. Ensure proper working condition of work areas, grounds, trucks, tools, fixtures and equipment; arrange for repairs/replacements as needed.
- Ensure Workplace Safety and Health policies, procedures and regulations are followed strictly.
- Suggests and leads initiatives which is geared towards cost reduction, man hour reduction, productivity improvement, quality improvement, consistency, sustainability.
- Sourcing and engaging reliable new suppliers and vendors.

**TRP INC.**

Sta. Rosa Laguna

**Position: Logistic Sr. Supervisor**

*Year: Oct 2015 – Apr 2016*

**SIIX Logistics Philippines Inc.**

Calamba City, Laguna

**Position: Warehouse Coordinator**

*Year: May 2015 – Sept2015*

**Communication Wireless Group (Philippines) Inc.**

Calamba City, Laguna

**Position: Production Supervisor**

*Year: Feb 2013 – Jun 2014*

**Position: Warehouse Supervisor**

*Year: May 2010 - Feb 2013*

**EDUCATIONAL BACKGROUND:**

1997-2002

BS Computer Engineering  
Technological Institute of the Philippines  
938 Aurora Blvd. Cubao, Quezon City

1993-1997

Tagaytay City National High School  
Tagaytay City

1987-1993

Mendez Elementary Schools  
Mendez, Cavite

**CERTIFICATE/LICENSE:**

Forklift Driving NCII

Certificate No.: 20034902004387

Validity: Feb 2020 – Feb 2025

CAREGIVER NC II

NOV.2021

Driver's License

Validity: May 2022 – Jul 2032

**TRAININGS / SEMINARS ATTENDED**

- Total Productive Maintenance  
SMK Electronics (Phils) Corporation  
Jul. 15, 2022
- ISO 19011:2018 Internal Audit Course  
SMK Electronics (Phils) Corporation  
May 20, 2021
- Problem Solving Techniques  
SMK Electronics (Phils) Corporation  
Oct 16, 2020
- "Forklift Licensing Training Course"  
SMK Electronics (Phils) Corporation  
February 12, 2020
- "Middle Management Training and Development"  
SMK Electronics (Phils) Corporation  
September 21, 2019

- Time Study and Line Balancing (Kaizen)  
SMK Electronics (Phils) Corporation  
Feb. 13, 2019
- “Material Management”  
RCBC Plaza Makati  
May 23, 2018

**CHARACTER REERENCE:**

Ms. Glesie C. Bonifacio  
Logistics Deputy Manager  
SMK ELECTRONICS (PHILS.) CORP.  
Phone # 09985393868

❖ *Other character references will be provided upon request.*