



DANIELA REGINA GONZALES

Being able to concentrate on tasks and accomplish them with accuracy in a fast-paced work environment with conflicting deadlines.

CONTACT

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Lipa City, Batangas

EDUCATION

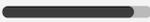
Bachelor of Science in Entrepreneurship

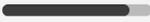
New Era University - Lipa Branch
2019 - 2023

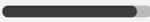
Bachelor of Science in Secondary Education

Kolehiyo ng Lungsod ng Lipa
2006 - 2007

SKILLS

Inventory Control 

Warehouse Management 

General Administrative 

Organizational Skills 

LANGUAGE

English

WORK EXPERIENCE

WAREHOUSE SAFETY STOCKS & STAGNANT IN-CHARGE YAMAHA MOTOR PHILIPPINES INC., | 2021-2023

Monitors over-all operations related to stagnant units, parts inventory and repair plan generation.

Facilitate monthly, semi-annual, and annual inventory, generate cost summary and monthly reportorial.

Submit purchase orders for new and re-order items. Assisted with day-to-day operations, working efficiently and productively with team members.

PRODUCTION TRAINER

YAMAHA MOTOR PHILIPPINES INC., | 2020-2021

Conduct general orientation / training of newly hired associates / team member.

Review and edit all training materials for accuracy and company policy compliance.

PRODUCTION ADMINISTRATIVE CLERK / DCC

YAMAHA MOTOR PHILIPPINES INC., | 2017-2020

Created and updated physical records and digital files to maintain current, accurate and compliant documentation.

PRODUCTION ASSEMBLY TEAM LEADER

YAMAHA MOTOR PHILIPPINES INC., | 2007-2017

Leads production associate in producing quality motorcycles.

REFERENCES

References available upon request.