

# MA. MERIZZA A. JARDIN, LCB

Luacan, Dinalupihan, Bataan | 0930-807-3849 | [merizzaaspiras13@gmail.com](mailto:merizzaaspiras13@gmail.com)



## Professional Objectives

Seeking a challenging career with a progressive company that provides an opportunity to capitalize my skills and abilities in the field of Importation and Exportation Field and helps me to grow more as a professional.

Being dependable and systematic individual with a strong attention to details and in-depth understanding in processing of Goods declaration with the Bureau of Customs and of the needs of Logistics Company. Adept at coordinating with truck deliveries to make sure the proper deliveries to maximize efficiency and satisfaction of both parties.

## Education

### BACHELOR OF SCIENCE IN CUSTOMS ADMINISTRATION

Asia Pacific College of Advanced  
Studies Balanga City, Bataan  
March 31, 2017

Saint John Academy  
Rizal St., Dinalupihan  
Bataan March 2013

Luacan Elementary School  
Luacan, Dinalupihan,  
Bataan March 2009

## Working Experience

### JPP Cargo Logistics Inc.

January 2022 – August 2022

Intramuros Corporate Plaza, Recoletos Street,  
Intramuros Manila  
Operations Officer

- As an Operations Officer, I'm the one who prepares customs documentation and ensures that shipments meet all applicable laws to facilitate the import and export of goods and transact at the Bureau of Customs.
- Determined if the reefer containers are already at the yard and ready for inspection; Review and improve operating procedures to ensure the satisfaction of clients.
- Details oriented when it comes to truck delivery schedules to satisfy the expectation of a client.
- Application of SPS and RFI permits for inspection.
- Monitoring of Delivery from Yard to Client's Warehouse until discharge.

### Hutchison-1 Logistics Inc.

September 2019 – December 2022

Real St. Corner Arzobispo St. Intramuros, Manila  
Trade Compliance Specialist

- As a Customs Representative we are the one who prepare customs documentation and ensure that shipments meet all applicable laws to facilitate the import and export of goods and transact at Bureau of Customs. Determine and track duties and taxes payable and process payments on behalf of client. Coordinate transportation and storage of imported goods.
- Ensure that all services rendered are promptly billed, and corresponding costs liquidated.

- Review and improve operating procedures to ensure compliance to company standards and further enhance service quality.
- Details oriented when it comes to truck delivery-schedules to satisfy the expectation of a client.  
Assigned Port: Port of Manila, Manila International Container Port, Port of Subic  
-Filing of entry, GMS Lodgment, and releasing.  
- LCL Releasing from warehouse and deliver to client's premises.

### **Hutchison-1 Logistics Inc.**

April 2019 – September 2019

Real St. Corner Arzobispo St. Intramuros, Manila  
Trade Compliance Specialist

- As a Trade Compliance Specialist, we are known as the responsible on lodgment of Goods Declaration, Computation of Duties and Taxes, Preparation of all documents needed for shipping line and documents for processing to the Bureau of Customs.

### **Asia Pacific College of Advanced Studies**

May 2018 – March 2019

A.H Banzon St., Ibayo, Balanga City, Bataan  
College Instructor

- As a college instructor, I must find ways to involve students into their lessons. Additionally, as a teacher I must work with different learning styles to get the most out of each student, especially in the teaching Customs and Tariff Laws.

### **Samsung Electronics Philippines Corporation (SEPCO)** [SL Temps Inc. Agency]

February 2018 – May 2019

Science Hub Tower 4, Mc Kinley Hill Taguig City  
Customs Compliance Staff

- Checking and Compliance of Shipping Documents, Checking of Shipping Documents from 2010-2017 shipments.

## **Internship Experience**

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April 4, 2016 - May 6, 2016

- Bureau of Customs, Port of Manila
- Liquidation and Billing Division
- Mr. Ciriaco Ugay, District Collector of Surigao
- Mr. Florentino Matias, COOV
- Certified by: Interim Training and Development Division
- Ms. Lilibeth C. Bonifacio, (ITDD, Chief)

May 8, 2016 – May 27, 2016

- One Nation International Express, Inc.,
- Downtown Building, Binondo, Manila
- Mr. Carlo Martin O. Anson, President
- Field Processing (MICP, Shipping Line, POM)
- Certified by: Mr. Carlo Martin O. Anson, President

# License

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Professional Identification Card for Customs Broker  
PRC License: 0009895

## Personal Information and Organization

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Nickname: RYZA  
Birthdate: January 27, 1997  
Civil Status: Married  
Spouse Name: Steven T. Jardin

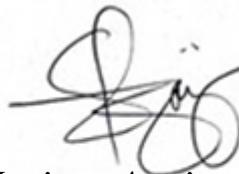
Single's For Christ  
Member  
Sto. Cristo Chapter  
Sto. Cristo Parish, Cupang Balanga City Bataan

## Reference

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1. Mr. Regie M. Higuít, LCB  
Contact Number: 0927-555-5169
2. Mr. Jayvin P. Principe, LCB  
Contact Number: 0905-848-8575
3. Mr. Kennedy Q. Castaneda  
Contact Number: 0923-748-4756
4. Mr. Dexter C. Pedreza  
Contact Number: 0917-854-0992

*I hereby certify that the above information given are true and correct as to the best of my knowledge.*



Ma. Merizza Aspiras- Jardin