



KIMPEE GAZA

MACHINIST
ELECTRICIAN
WELDER
HEALTH CARE VA(FREELANCE)

PERSONAL PROFILE

· To secure a position in an organization where my skills, experience, and education can be further developed and effectively used to the benefit of the organization and the community.

CONTACT

 09094918595

 kimpeegaza@gmail.com

EDUCATION

Bataan Peninsula State
University
BSIT-Mechanical Technology
2016

SKILLS

- Creative spirit
- Reliable and professional
- Organized Time management
- Team player
- Fast learner
- Motivated

WORK EXPERIENCE

Health Care Staffing Agency

DECEMBER 2021-MARCH 3, 2024

- Full desk recruiter
 - Source leads through internet, phone, email, and other recruiting resources.
 - Data entry and updates to internal database
 - Post job hiring for CNA,LPN and RN.
- Sales Representative
 - Engage with prospective clients and provide information on financial services
 - Collaborate with the team to achieve sales targets and objectives
- Scheduler
 - Ensure that every shift is filled and communicate all changes in scheduling to both nurses and facilities.
 - Follows a process to coordinate and manage client care
 - Effectively prioritize the nurses and match them to appropriate open positions at our client facilities
 - Ensure nurses follows scheduling rules and monitor attendance and punctuality
 - Help with scheduling requests and address conflicts
 - Updates client and caregiver documentation according to the scheduling process via the scheduling system

HOME CREDIT

JUNE 2021

- Sales associate
- Customer assistance
- Approving Loan



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HEALTH CARE VA(FREELANCE)
RECRUITER
SCHEDULER
SALES

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TOOLS

- HOMEBASE
- KAMANA
- DIALPAD
- CANVA
- SLACK

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WORK EXPERIENCE

Centre Plaza Mall (BUILDING MAINTENANCE)

AUGUST 2016-2019

- Inspects the building, grounds, and equipment.
- Handles necessary repairs and maintenance.
- Installs equipment and appliances.
- Follows local and state building codes.
- Complies with all company safety regulations.
- Keeps a maintenance log and writes shift reports.
- Reports any issues to the maintenance manager or clients.
- Responds to repair and maintenance requests in a timely fashion.
- Loads and unloads equipment and tools into work vehicles if needed.
- Follows written and verbal instructions from the maintenance manager or clients.
- Collaborates with the maintenance team and contractors as needed.
- Reads and follows manuals, blueprints, and other written instructions.
- Uses equipment, including power tools, hand tools, electric tools, and plumbing tools.



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WORK EXPERIENCE

ACUMEN CRASHING PLANT (OJT)

2015-2016

- Review samples, drawings or instructions to understand the specifications of the output
- Plan the sequence of necessary actions for the completion of a job
- Take measurements and mark material for cutting or shaping
- Select appropriate machines (e.g. lathes) and position or load material for a job
- Comply with safety rules and regulations during course of duties
- Monitor machine while working to adjust the feed, maintain temperature and identify issues
- Check output to ensure consistency with specifications and discard defects
- Keep records of approved and defective units or final products
- Independently perform basic maintenance on equipment
- Comply with engine manuals, technical data and work instructions for all machining operation



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CERTIFICATES

NCII Machinig

July 20,2014

Basic Occupational Safety and Health Standards

April 23,2015

NC11 INSTRUMENTATION AND CONTROL SERVICING

May 15, 2016

BASIC TRAINING

May 23, 20019

SHIP SECURITY AWARENESS TRAINING AND SEAFARERS WITH DESIGNATED SECURITY DUTIES

May 25, 2019

NCII ELECTRICAL INSTALLATION AND MAINTENANCE

January 20, 2021

NCII ELECTRICAL INSTALLATION AND MAINTENANCE

February 7, 2021