

Patrick Paul A. De Villa

19, Quirino BLVD.Amianace Vigan City,
Philippines 2700
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BASIC INFORMATION

Gender : Male
Date of Birth : April, 14 1997
Age : 27
Birth Place : Vigan City, Ilocos Sur
Marital Status : Single
Citizenship : Filipino
Height : 5'6 ft.
Weight : 154 lbs.
Religion : Roman Catholic
Passport Number : P0581160B
Passport Expiry : 2029-02-06

WORK EXPERIENCE

Position : **Factory Worker**
Company : SunUs Tech Co. Ltd
Address : Sec.1 441, Fengshi Rd. Fengyuan. Taichung City , Taiwan
Duration : November 2022 – Up to Present

Duties and Responsibilities:

Clean and Packing Finish Products

- Packaging of products in an efficient and timely manner · Demonstrating integrity and respect to senior managers and colleagues at all times.
- Disposing of empty boxes and excess packaging. Determining the correct box size to be used to pack orders.
- Prepare finished products for packaging and shipment.
- Checking that the items need to pack are present before wrapping them securely according to company standards or requirements.
- Loading up the goods on pallets ready for shipping.
- Cleaning materials for packing
- Checking the materials if have dent or damage .

CNC Machine Operator

- Setting up machines to start a production cycle
- Controlling and adjusting machine settings
- Feeding raw material or parts to semi-automated machines
- Translate engineering drawings and requirements into dimensions for production.
- Ensure the CNC machine operates in accordance with the guidelines of the company.

- Oversee the machines while they execute the tasks and make the necessary changes to produce improved results.
- Check machinery on a daily basis to guarantee functionality.
- Perform daily and regular cleaning and light maintenance tasks on CNC machinery

Position : **Branch Assistant**
 Company : Palawan Pawnshop Ilocos Sur
 Address : Vigan City, Philippines
 Duration : November 2021 – November 2022

Duties and Responsibilities:

- I am responsible in gathering and verifying customer's information.
- I'm in-charge of receiving, checking the authenticity and handling of cash.
- Filing and reporting of daily sales and expenses of the branch.
- I've become equipped with the necessary knowledge that come with the position such as; Balancing of accounts, multitasking, interpersonal skills, computer competencies and conflict resolution.
- Responsible in giving money to the customers based on the appraised pawned items.
- Responsible for the safekeeping of Cash on Hand.
- Responsible in safekeeping and updating records of daily transactions.
- Responsible in collecting money from the customers.
- In-charge in monitoring of Branch supplies and documents for everyday transactions.
- Maintains cleanliness inside the branch.

Position : **Receiving Clerk**
 Company : Robinsons Supermarket Corporation
 Address : Vigan City, Philippines
 Duration : March 2019 – July 2021

Duties and Responsibilities:

- Comparing purchase orders with invoices and packaging lists.
- Receiving and signing for deliveries.
- Inspecting deliveries to ensure they match order and invoice criteria.
- Unloading deliveries from trucks.
- Processing returns for incorrect or unsatisfactory items.
- Organizing and storing received items in appropriate areas.
- Updating inventory with received items.
- Communicating with vendors regarding delays or problems.
- Monitoring the arrival of shipments into the warehouse.
- Inspect shipments for damage and correct quantities.
- Inputting shipment information into our computer system.
- Record and reject damaged items.
- Process returns of damaged items.

- Maintaining cleanliness of the warehouse and B.O area.

FAMILY DETAILS

Mother`s Name : De Villa, Rosemarie
 Birthdate : November 14, 1978
 Highest Level of Education : Vocational Graduate Secretarial
 Civil Status : Married

Father`s Name : De Villa, Peter
 Birth Date : January 10, 1975
 Highest Level of Education : BS in Social Work
 Civil Status : Married

Brother`s Name : De Villa, Bryan Louise
 Birth Date : June 12, 1999
 Highest Level of Education : BS in Information Technology
 Civil Status : Single

Sister`s Name : De Villa, Khloe Czanelle
 Birth Date : July 24, 2012
 Highest Level of Education : N/A
 Civil Status : Single

EDUCATIONAL BACKGROUND

Elementary	Year [From] - [To]
School: Burgos Memorial School East Address: Vigan City Ilocos Sur, Philippines	2002 - 2008
Secondary	
School: Ilocos Sur National High School Address: Vigan City Ilocos Sur, Philippines	2008 - 2012
Tertiary	
Course: BS in Information Technology School: University of Northern Philippines Address: Vigan City Ilocos Sur, Philippines	2014 - 2018

SKILLS

- | | |
|---------------------|---------------------|
| ▪ Encoder | ▪ Marketing |
| ▪ Problem Solving | ▪ Strong work ethic |
| ▪ Machine Operator | ▪ Team work |
| ▪ Computer Literacy | ▪ Inventory |

CHARACTER REFERENCES

Ms. Rosalie Lastimoso
Area Supervisor
Palawan Pawnshop Ilocos Sur-Abra
Tel. No.: (637) 765-50732

Ms. Beiacake Formoso
Documentor
Department of Agrarian Reform
Tel No.: (630) 567-52139

Mr. Dhominik Riotita
Branch Manager
Palawan Pawnshop Ilocos Sur-Abra
Tel. No.: (632) 094-22582



Applicant's Signature