

IVAN LUMAMPAO

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SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

SKILLS

- Order Preparation and Processing
- Artistic Floral Design
- CorelDraw
- Adobe Creative Suite (Photoshop, Illustrator, Dreamweaver)
- Microsoft Office Expertise
- Visual Design
- CSS
- Price Negotiation
- Cost Controls Familiarity
- Logistics Coordination
- Supplier Relations
- QuickBooks
- Computer Technician
- Troubleshooting

EDUCATION AND TRAINING

University Of Iloilo - Iloilo City
Bachelor of Science
Commerce Major in Computer Science

EXPERIENCE

SHIPPING AND RECEIVING SUPERVISOR | 03/2018 to Current
ENE GROUP LTD. - Providenciales, Turks And Caicos Islands

- Analyzed data such as order volume trends and shipping schedules in order to optimize resources.
- Resolved personnel problems, complaints and grievances, referring serious issues to higher-level supervisors.
- Received, processed and restocked returns.
- Monitored inventory levels to ensure accurate stock counts and reorder points.
- Troubleshot any discrepancies between orders placed and items received from vendors or customers.
- Prepared accurate shipping orders and bills of lading to direct and route materials.
- Generated invoices and customer estimates using QuickBooks.
- Reviewed invoices and bills of lading prior authorizing payment for shipment services rendered.
- Created and sent price quotes to potential customers.
- Balanced quality, productivity, cost, safety and morale to boost performance in production.

FLORIST | 08/2016 to 02/2018
Flowers by EA - Providenciales, Turks And Caicos Islands

- Created floral designs with fresh flowers for special occasions such as weddings, funerals, and holidays.
- Planned out flower arrangements for corporate events according to client specifications.
- Organized the store's inventory of plants, vases, containers, and other supplies.
- Prepared and processed floral orders to customer specifications via phone or resulting from in-store consultations.
- Managed customer orders, requests, and complaints in a timely manner.
- Set up colorful and inspiring store displays and arrangements.

GRAPHIC DESIGNER | 05/2013 to 06/2016

Isuccess Corporation - Iloilo City, Philippines

- Generated digital image files for use in digital and traditional printing.
- Prepared rough sketches of product concepts, discussed with clients and made necessary changes.
- Leveraged proficiency in Adobe InDesign, Photoshop and Illustrator to design email blasts, catalogs, posters and other promotional materials.
- Developed graphics, logos and layouts for product illustrations, company logos, and websites.

LANDSCAPE DESIGNER | 01/2011 to 01/2013

Marasigan Garden - Bulacan, Philippines

- Worked closely with residential and commercial clients to create landscaping designs that met individual needs and remained within project budget.
- Planned and implemented irrigation systems for landscapes.
- Prepared estimates for material costs associated with each project.
- Visited sites and worked with customers to evaluate locations and propose initial concepts.
- Drew designs by hand and with AutoCad and Sketchup.
- Developed a comprehensive plan for the creation of a sustainable landscape design.

TRAINING

Innovative Leadership
POLC Strategy

REFERENCES:

David Bethel
Housing Manager
+1 649 243-8471
Ancel Delos Santos
Accountant
Olympic Construction Ltd.
+1 649 245-1337
Ariel Borra
Purchasing/Logistic Coordinator
The Shore Club
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