

# **ALLAN C. MONILLAS**

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## **SUMMARY OF QUALIFICATIONS**

- Over 5 years of experience in conversion and rebuilding trucks and cars from Japan
- Over 5 years of experience in the importing industry
- Over 10 years of experience in the travel industry
- Proven skills in driving utility vehicles such as motorcycles, cars, family van, trucks, forklift, and backhoe
- Knowledgeable in troubleshooting of minor automotive and truck problems
- Proficient in MS Office, internet, and e-mail
- Professional communication skills include fluency in English and Filipino

## **WORK EXPERIENCE**

### **Mechanic/ Truck Driver**

#### **Lucky Trucking Services, Philippines – June 2020 – Present**

- Inspect vehicle engine and mechanical/electrical components to diagnose issues accurately
- Inspect vehicle computer and electronic systems to repair, maintain and upgrade
- Conduct routine maintenance work (replacing fluids, lubricating parts etc.) aiming to vehicle functionality and longevity
- Schedule future maintenance sessions and advise motorists on good vehicle use
- Repair or replace broken or dysfunctional parts and fix issues (e.g., leaks)
- Provide accurate estimates (cost, time, effort) for a repair or maintenance job
- Keep logs on work and issues
- Repair or replace mechanical units or components using hand and power tools
- Maintain equipment and tools in good condition
- Activated fuel pumps and filled fuel tanks of vehicles with gasoline or diesel fuel.
- Adjust, repair, or replace parts and components of automotive systems including fuel system, brakes, steering and suspension, engine and drive train, emission control and exhaust, cooling and climate control, and electrical and electronic systems using hand tools and other specialized automotive repair equipment

### **Automotive/ Truck Mechanic**

#### **Doiichi Enterprise, Philippines – June 2013 – April 2020**

- Assisted in the replacement of damaged parts, repainting of interior and exterior body and disassembling the interior parts.
- Perform basic maintenance, including changing motor oil, rotating tires, and checking fluid levels
- Prepared cars for paint by wet sanding and buffing them down.

- Taped off entire sections of cars ensuring only specific areas are painted.
- Put finished painted items back on the cars.
- Made lists of new items needed for damaged vehicles and made sure new parts are ordered.
- Assembled vehicles with new and repaired refinished parts.
- Repair or replace worn parts and systems, such as spark plugs, wheel bearings, brake pads, fuel systems, and sensors
- Diagnose and present estimates to customers faults and malfunctions and confirm findings to determine whether to repair or replace unit
- Purchased used car parts, engines, trucks and heavy equipment from auction companies and storehouses in Japan
- Inspect motor in operation, road test motor vehicles and test automotive systems and components

### **Customer Service**

#### **Royal Cosmic Air Travel Corporation, Philippines – September 2008 – March 2013**

- Handled corporate bookings, reservations, and ticketing of local and international airline flights
- Arranged and overseen package tours of big groups
- Maintained and increased client list through sales call
- Prepared reports to be submitted
- Trained new hires on how to entertain customers

### **Customer Service**

#### **Extra Mile Travel, Philippines – June 1996 – August 2001**

- Handled corporate bookings, reservations, and ticketing of local and international airline flights
- Arranged and overseen package tours of big groups
- Maintained and increased client list through sales call
- Prepared reports to be submitted
- Trained new hires on how to entertain customers

## **EDUCATION**

### **Bachelor of Science in Aircraft Maintenance Technology**

Airlink International Aviation School, Philippines

**1995**

### **High School**

Trinity College of Quezon City, Philippines

**1991**