KARLO MARQUINA

368 886 5191
marquinakarlo@gmail.com
Neepawa, MB

SUMMARY

Highly motivated, dedicated, and focused employee with over 7 years of experience, who excels at completing multiple tasks simultaneously.Driven to help organizations thrive. Skilled in prioritizing and completing tasks. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

PROFESSIONAL EXPERIENCE

Cook/Kitchen Helper

Esting Lechon | July 2022 - Sept 2023

- Preparing and assembling ingredients for menu items.
- Preparing high-quality meals and food items according to company recipes.
- Assist in basic food preparation
- Clean kitchen equipment.
- Clean food preparation and storage areas
- Receive and store goods

Machine Operator

Rhom Electronics Philippines Inc.| Nov. 2020 - Sept. 2023

- Set up machines to start a production cycle
- Control and adjust machine settings
- Feed raw materials or parts to semi-automated machines
- Inspect parts with precision and measuring tools
- Fix issues that might occur during the shift
- Check output to spot any machine-related mistakes or flaws
- Keep records of approved and defective units or final products
- Maintain activity logs

Ground Equipment Operator

1Aviation | November 2018 - July 2020

- Loading and unloading cargo, baggage, and mail from aircraft.
- Safely operating ground service equipment, such as baggage carts, conveyor belts, and tow tractors.
- Ensuring the accurate and timely transfer of baggage between connecting flights.
- Performing aircraft servicing tasks, including refueling and restocking onboard supplies.
- Collaborating with flight crews, ground control, and other airport personnel to coordinate operations effectively.

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Aircraft Cleaner

Excellent Workers Multi-Purpose Cooperative | May 2017 - October 2018

- Cleaning the aircraft kitchens, removing old ice, cleaning coffee pots, and drink trays, and making sure the kitchen was sanitized.
- Sanitizing the aircraft bathrooms and restocking them when required.
- Carried out security checks as required, cleaned tray tables and windows, rearranged the magazines to be presentable, and replaced the ones that were missing.
- Ensuring high quality service is delivered and standards are met in compliance with the Health and Safety regulations as well as with company policies.

Bookstore Assistant

Far Eastern University - Silang | June 2016 - March 2017

- Greet customers and handle their inquiries.
- Assist customers with books and related merchandise.
- Accept payment from customers and make change as necessary.
- Process various forms of payment.
- Operate a cash register and verify cash balances and complete cash reports
- Receive, inventory, and price merchandise.
- Stock and shelve merchandise and arrange displays.
- Operate standard office equipment, including microcomputers to enter information into the bookstore database.

EDUCATION

University of Perpetual Help System Dalta

Diploma in Aircraft Maintenance Technology
2016

CERTIFICATIONS

- International Driving Permit
  Automobile Association of the Philippines