

# Jay-Ellizone P. Feliciano

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## [CAREER OBJECTIVE]

To work with an organization that provides me an opportunity to grow and to exploit my potential to excel in the area of my preview so to help the organization in the accomplishment of its goal.

## [EDUCATION]

**Bachelor of Science in Marine Technology** (Undergraduate)  
Columbia College, Cavite City  
2003 - 2004

## [TECHNICAL SKILLS]

- Project Management
- Hand and Power Tools
- Time Management
- Attention to Detail

## [PERSONAL SKILLS]

- + Good verbal and written communication skills
- + Motivated and always willing to learn new things
- + Independent and self-sufficient in handling tasks
- + Collaborative and able to work in teams or groups

## [PROFESSIONAL EXPERIENCE]

### ***JNT Express Rider***

Cavite City Hub – Cavite City  
November 11, 2022 - Present

- Delivering of parcel on schedule and correct consignee.
- Pick Up Parcel that was order on different online shopping flat form (Shopee, Lazada) and bring to the Hub.
- Remit the collected money from COD Parcel/Order on Hub or Remittance center on the same day.

### ***Go Go Express Rider***

Cavite Central Hub – Gen. Trias Cavite  
September 2019 – November 09, 2022

- Delivering of parcel on schedule and correct consignee.
- Pick Up Parcel that was order on different online shopping flat form (Shopee, Lazada) and bring to the Hub.
- Remit the collected money from COD Parcel/Order on Hub or Remittance center on the same day.

### ***Kitchen Fitter***

Ahmed Abdullah Al-Essa Company (Al-Essa)  
April 2016 – July 2019

- Measuring out work areas and produce layout and design plans
- Ordering and collecting the kitchen from the suppliers.
- Carry out a risk assessment and provide a plan of the works at the start of each kitchen

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## [PROFESSIONAL EXPERIENCE]

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### ***Kitchen Fitter***

- Removing and disposing of old units
- Marking the location of hidden pipes and cables
- Filling in small cracks and levelling walls and floors
- Relocating sockets and plumbing points where necessary
- Measuring and cutting worktops, recesses and joints
- Fitting units and appliances
- Tiling walls and laying flooring
- Clearing away debris
- Carry out full decoration of the kitchen

### ***MultiCraft / Carpenter***

Abdulwahab Mansour Al-Moallam Sons Company (LLC) - KSA

December 2012 – January 2015

- Coordinates the work of other facilities services technicians in completion of maintenance work orders; assists others with complex tasks.
- Maintains inventory of parts and supplies for facilities repairs; orders materials as needed.
- Monitors, maintains, and performs standard repairs to building electrical, plumbing, heating, ventilation and cooling systems.
- Assists licensed plumbers, electricians and HVAC personnel as appropriate.
- Prepares job estimates for customers including time and materials costs.
- Performs quality inspections on work completed by other facilities services technicians.
- Prepares and maintains records on all maintenance activities.
- Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Performs miscellaneous job-related duties as assigned.
- Responsible for completing maintenance assignments to build, repair and/or maintain all facilities / equipment in good operating condition.

### ***Warehouse Staff***

SKYcable Corp. – Kawit Cavite

April 2012 - December 2012

- Assist shipping and receiving unloading trucks, checking in merchandise, matching purchase orders to sales orders and distributing to sales associates for processing.
- Move materials and items from receiving or storage areas to shipping or to other designated areas.
- Sort and place materials or items on racks, shelves or bins according to predetermined sequence such as size, type, style, color or product code.
- File requisitions, work orders or request for materials, tools or other stock items and distribute items to shipping or to designated route driver storage area.
- Mark materials with identifying information using appropriate method.
- Assist in counting of physical inventory
- Responsible for preparing the monthly inventory of all stocks.

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## [PROFESSIONAL EXPERIENCE]

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### **Electrician & Gypsum Board Installer**

Finest Corporation - KSA

October 2008 – January 2012

- Monitors, maintain and performs standard repairs to building electrical, plumbing, heating, ventilation and cooling systems.
- Inspect electrical systems, equipment and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus and fixture using hand tools and power tools.
- Repair or replace wiring equipment and fixtures using hand tools and power tools
- Test electrical systems and continuity of circuits in electrical equipment and fixtures using testing devices such as ohmmeters, voltmeters to ensure compatibility and safety system.
- Assigned in preparation of the materials in making a ceiling. Also responsible in measuring the work area for the assembly of the grid that will be use for the constructing the carton tiles.
- Assigned in preparation of the materials in making a gypsum board. Liable for the installation of the gypsum board.

### **Messenger**

Speedels Corporation – PEZA, Rosario Cavite

June 2006 – November 2006

- Responsible in delivering the monthly electric bill of Meralco subscriber.

### **Service Crew – Production Caller**

Jollibee Food Corporation – PEZA, Rosario Cavite

November 2003 – April 2004

- Serving and attending customers' needs and wants
- Assigned in food dispatching
- Responsible for preparing the monthly / daily inventory of all stocks
- Assist the organization in preparing training materials
- In charge of training the newly hired crew

## [PERSONAL INFO]

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Address : Blk 39 Lot 26 Grandiosa Subd. Punta, Tanza Cavite

Age : 34 yrs old

Date of Birth : August 20, 1987

Nationality : Filipino

Civil Status : Married

## [REFERENCES]

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### **Mrs. Lillian DL Para**

Rizal Commercial Banking Corporation, Noveleta Cavite

### **Eng'r Nikka F. Sorosoro**

Ju-Young Electronics Philippines Inc., PEZA Rosario Cavite



