

Nonilo V. Arce Jr.

Block 23 Lot 7, Camella Solamente, Soro-SORO Karsada,
Batangas City, Philippines, 4200

BUSINESS MANAGEMENT & ANALYSIS

Motivated Warehouse Supervisor with record leading highly effective teams in warehouse operations. Proficient in equipment operation, work order management and inventory oversight. Focused on delivering consistent results against targets.

KEY COMPETENCIES

Operations Management	Forklift operation	Warehouse safety
Quality checks and control	Critical thinking skills	Proactive and self-motivated
Cost reduction	Quality assurance	Report preparation

PROFESSIONAL EXPERIENCE

National Food Authority **Mar 2014 - Present**
Business Analyst Intern

Directed warehouse functions, including receipts, packaging, loading, issues of government cereal stocks (rice and paddy grains) for distribution to other government disaster response office during calamities and disaster. Managed employee scheduling and task delegation, coordinating labor requirements to align with business demands.

National Food Authority **Oct 2009 - Mar 2014**
Project Management Assistant

Input and updates financial data into subsidiary and general ledger accounts. for the processing of the monthly trial balance report. Analyzed financial data and explained variances in close collaboration with senior accounting specialist or branch accountant.

Thomson Reuters Financial **March 2006 - Aug 2006**
Research Analyst

Accurately and timely updating of company's data base of European countries particularly economic data information like foreign exchange rates, housing rates, indexes, etc.. Research and collect new important economic data essential for businessmen and investors alike.

EDUCATION & CERTIFICATIONS

Master in Public Adminis
Lyceum of the Philippines University
Batangas Campus, Philippines Mar 2022

AB Development Economics
San Beda College Manila, Philippines Nov 2005

National Food Authority
Management Competency Enhancement
Training Program Dec 2022

Lean Six Sigma Yellow Belt
Process Doctors Academy Level 10-1 Sep 2020

EXTRACURRICULAR ACTIVITIES & AWARDS

Community Volunteer
Board of Director - Camella Solamente Subdivision

National Praise Award
Exemplary Behavior Awardee 2013

RO4 Regional Commendation 2013
Unprecedented Performance Award 2013

**2015 Nominee for Civil Service Commission
Search for Outstanding Public Officials and
Employees Award or "Dangal ng Bayan Award"**