

## **Johnnico R. Donato**

**Daan Sarile Cabanatuan City Nueva Ecija**  
**Mobile No: 09358291751**  
**Email Address: nikkodonato024@gmail.com**



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### **OBJECTIVE:**

To be able to enhance further my experience in personal customer service and take up the challenge of leadership and decision- making responsibility specializing in operations and quality assurance that would lead me towards my dream of being a competent and well-trusted production and operation executive.

### **PERSONAL INFORMATION:**

**NICKNAME:** Nikko  
**ADDRESS:** Daan Sarile Cabanatuan City  
**BIRTHDATE:** April 24, 1992  
**BIRTHPLACE:** Daan Sarile Cabanatuan City  
**CIVIL STATUS:** Single  
**NATIONALITY:** Filipino  
**MOTHER'S NAME:** Paulina R. Donato  
**OCCUPATION:** Housewife  
**FATHER'S NAME:** Juanito G. Donato  
**OCCUPATION:** Deceased

### **EDUCATIONAL ATTAINMENT:**

**TERTIARY:** Bachelor of Science in Information Technology  
Nueva Ecija University of Science and Technology (NEUST)  
Gen. Tinio Cabanatuan City, Nueva Ecija (2008-2012)  
**SECONDARY:** Philippine Statesman College (PSC)  
Gen. Luna St. Cabanatuan City, Nueva Ecija (2004-2008)  
**ELEMENTARY:** Daan Sarile Elementary School  
Daan Sarile Cabanatuan City, Nueva Ecija (1998-2004)

### **SEMINAR ATTENDED:**

- Job Opportunities for IT Professional at Baguio City
- Values Education at Baguio City
- Subic Bay Metropolitan Authority (Management Information System) at Subic Bay Freeport Zone
- Government Employment for IT Graduates: Preparation, Requirements and Prospects at NEUST Sumacab Campus, Sumacab Cabanatuan City
- English Proficiency for IT Professionals at NUEST Sumacab Campus, Sumacab Cabanatuan City

-Pre Employment Orientation Seminar 2012 at Doña Asuncion G, Romulo Memorial Hall  
NEUST General Tinio Cabanatuan City

- On-the-Job Training 1 at Cabanatuan Electric Corporation (Celcor) Bitas, Cabanatuan City

- On-the-Job Training 2 at Department of Public Works And Highway (DPWH) San Isidro,  
Cabanatuan City

#### **ACHIEVEMENT/CERTIFICATE**

Most Adherent to Company Values- June 2014  
Most Adherent to Company Values- Jul. 2014  
Most Adherent to Company Values- Aug. 2014  
Most Adherent to Company Values- Sept. 2014  
Most Compliant to Company Protocol-Nov.2014  
Most Adherent to Company Values-Nov.2014

Most Compliant to Company Protocol-Jan. 2015  
Most Adherent to Company Values- Feb.2015  
Most Efficient Employee - March 2015  
Most Efficient Employee- Apr. 2015  
Most Adherent to Company Values- May.2015  
Most Compliant to Company Protocol-Aug. 2015

#### **WORKING EXPERIENCE:**

##### **-Jollibee Circumferential**

-Service Crew

-April 1, 2008-June 4, 2008

-operating cash register

-running the drive thru

-cleaning the restaurant

##### **Wheeltek Motorsales Corporations**

-Senior Clerk III

May 2, 2012-May 31, 2022

-**Sales Associate**-greet customers and assist them in find the products they are looking for.

-**Collection Specialist**- recovers overdue payment on account, assist them to make payments and encouraging them to find alternative payment solutions.

-**ISF/Service Checker/Senior Clerk IV**-Checking the repo slip, engine, chassis and stencil. Check the ISF attachment, signatories and other details and sort by company, branch and model. Check the requirement and attachment of the application of service. Encoding all approved issued service.

#### **CHARACTERS REFERENCES:**

##### **Ailyn Amurao**

Assistant Head Sh Inventory

##### **Wheeltek Motorsales Corporations**

Contact No. 09288620115

##### **-Michelle Angela Gabriel**

Assistant-Head Sh-Inventory

Wheeltek Motorsales Corporation

Contact No.09676422780

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**JOHNNICO R. DONATO**  
Applicant Signature