DINDO RODRIGUEZ

ABOUT ME

Dedicated and results-driven warehouse supervisor with over 4 years of experience in managing warehouse operations. Adept at overseeing the receipt, storage, and shipment of goods while ensuring compliance with safety regulations and quality standards. Skilled in optimizing workflow processes, improving efficiency, and reducing costs. Proven ability to lead and motivate teams to achieve organizational goals.

EDUCATION

- **Lourdes Elementary School** Graduated – 1992
- **Pampanga High School** Graduated – 1997
- **San Agustin Parochial Academy** Graduated - 2000

WORK EXPERIENCE

- **Owner/Proprietor** 2019—present
  Bogelits Milktea House
  - Entrepreneurial leader overseeing all aspects of a milk tea business operation.
  - Responsible for business development, including market analysis, branding, and expansion strategies.
  - Manage product sourcing, inventory procurement, and supply chain logistics.
  - Supervise staff, ensuring exceptional customer service and adherence to quality standards.
  - Implement effective marketing and promotional campaigns to drive sales and customer engagement.
  - Handle financial management, including budgeting, forecasting, and expense control.
  - Ensure compliance with health and safety regulations and maintain cleanliness standards.
  - Cultivate a welcoming and inviting atmosphere for customers, fostering loyalty and repeat business.

- **Owner/Proprietor** 2015—present
  Black Tribe Tattoo Studio
  - Entrepreneurial owner of a tattoo shop, managing all facets of business operations.
  - Oversee inventory management, including tattoo supplies, equipment, and retail merchandise.
  - Develop and maintain client relationships, ensuring satisfaction and repeat business.
  - Handle financial responsibilities such as budgeting, invoicing, and profit analysis.
  - Foster a creative and welcoming atmosphere for clients, promoting the shop's unique artistic offerings.

CONTACT ME

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SKILLS

- Electrical
- Communication
- Time Management
- Troubleshooting
- Warehouse Management
- Proficient in Microsoft Office
- Leadership
- Driving

REFERENCES

Rodrigo B. Ruybibar
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WORK EXPERIENCE

Warehouse Supervisor

2977 Express Trucking Corp.

2020—present

- Managed the loading and unloading of goods onto trucks, ensuring efficient and timely delivery schedules.
- Oversaw the scheduling of truck drivers and warehouse staff to ensure adequate coverage for shipping and receiving operations.
- Implemented safety protocols for the handling of goods, including proper lifting techniques and securing of cargo for transport.
- Coordinated with dispatchers to plan routes and optimize delivery schedules, minimizing fuel costs and maximizing efficiency.
- Conducted regular inspections of trucks and warehouse equipment to ensure they were in proper working condition and compliant with regulations.
- Maintained accurate records of shipments, including tracking information and delivery confirmations.
- Implemented process improvements to streamline warehouse operations and reduce turnaround times for shipments.
- Led a team of warehouse staff and truck drivers, providing training, guidance, and performance feedback to ensure a high level of service.

Warehouse Supervisor

BrizAir Corp

2017 - 2019

- Managed daily operations of the warehouse, including receiving, storing, and shipping goods.
- Oversaw a team of warehouse staff, providing guidance, training, and performance evaluations.
- Developed and implemented efficient warehouse processes to optimize workflow and minimize errors.
- Maintained accurate inventory records using inventory management software and conducted regular inventory audits.
- Ensured compliance with safety regulations and implemented safety protocols to prevent workplace accidents.
- Collaborated with other departments such as logistics, procurement, and customer service to fulfill orders and resolve issues.
- Implemented cost-saving measures, such as optimizing storage space and negotiating with suppliers for better pricing.
- Improved productivity by streamlining processes and implementing automation where possible.
- Resolved conflicts and addressed employee concerns in a timely and professional manner.
- Achieved KPIs related to inventory accuracy, order fulfillment, and on-time delivery.

WORK EXPERIENCE

Operations Manager
Grill 88 Restaurant

2016 - 2017

- Spearheaded daily operations of the restaurant, overseeing all aspects of service, including front-of-house and back-of-house activities.
- Implemented and optimized operational procedures to enhance efficiency, productivity, and customer satisfaction.
- Managed staff scheduling, training, and performance evaluations to maintain high standards of service quality.
- Conducted inventory management, ordering supplies, and controlling costs to meet budgetary goals.
- Developed and maintained vendor relationships to ensure timely delivery of high-quality ingredients and supplies.
- Collaborated with the kitchen team to design menus, monitor food quality, and ensure consistency in presentation.
- Implemented health and safety protocols to maintain compliance with regulatory requirements.
- Resolved customer complaints and concerns promptly and effectively to uphold the restaurant's reputation for excellence.
- Contributed to business development efforts, including marketing initiatives and community outreach programs.

Personal Driver
Dukoubi KTV

2011 - 2015

- Seasoned professional driver with a proven track record of providing safe and reliable transportation services for high-profile individuals or families.
- Familiar with luxury vehicles and high-end automobiles, ensuring immaculate presentation and optimal performance.
- Skilled in navigating various driving conditions and environments, from urban streets to rural roads, while prioritizing passenger safety and comfort.
- Adaptable to changing schedules and last-minute requests, maintaining flexibility and reliability to meet the client's needs.
- Possess excellent communication and interpersonal skills, maintaining professionalism and discretion at all times.
- Knowledgeable about local traffic regulations and road safety protocols, minimizing risks and ensuring compliance with driving laws.
- Diligent in vehicle maintenance and upkeep, conducting routine inspections and addressing any issues promptly to ensure vehicle reliability.
- Capable of providing additional assistance as needed, such as running errands or coordinating logistics, to support the client's daily activities.
- Committed to providing exceptional service and exceeding client expectations, fostering trust and confidence in the driving experience.

WORK EXPERIENCE

Machine Operator

2006 - 2010

Kageyama Kogyo, Japan

- Proficient in operating and monitoring industrial machinery and equipment in accordance with safety protocols and operating procedures.
- Skilled in setting up machines, adjusting settings, and calibrating equipment to ensure optimal performance and product quality.
- Troubleshoot mechanical issues and perform minor repairs as needed, minimizing downtime and maximizing productivity..
- Maintain accurate records and documentation of machine operation, production output, and quality control measures.
- Adhere to safety regulations and company policies at all times, promoting a safe and hazard-free work environment.

Electrician

2000 - 2005

New Era Builders Corp.,

- Proficient in installing, maintaining, and repairing electrical systems, fixtures, and equipment.
- Skilled in diagnosing electrical issues and implementing effective solutions.
- Experienced in reading and interpreting blueprints, schematics, and technical diagrams.
- Knowledgeable in adhering to local electrical codes, regulations, and safety standards.
- Capable of using a variety of hand and power tools to complete tasks efficiently.
- Collaborative team player, able to coordinate with contractors and other tradespeople on projects.
- Dedicated to providing excellent customer service and ensuring client satisfaction.
- Detail-oriented with a strong focus on accuracy and record-keeping.
- Committed to ongoing professional development to stay current with industry trends and advancements.

I attest to the veracity of herein contained

DINDO LIWANAG RODRIGUEZ