

Gilbert V. Wright

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PROFESSIONAL SUMMARY

Dedicated and versatile professional with extensive experience across various roles, including driver, customer service representative, electrician, and machine operator. Adept at managing transportation logistics, ensuring equipment functionality, and delivering exceptional customer support. Recognized for reliability, adaptability, and a strong commitment to excellence in every task. Skilled in technical troubleshooting, team collaboration, and providing efficient assistance to diverse clientele. Highly motivated to apply expertise to contribute to organizational success.

SKILLS AND ABILITIES

- Time management
- Customer service
- Vehicle maintenance
- Electrical installation
- Machine operation
- Technical troubleshooting
- Communication skills
- Team collaboration
- Problem-solving

WORK EXPERIENCE

Alfamart Trading Phils | Philippines

2023 – 2024

Position: Driver

- Transported goods efficiently and ensured timely deliveries to designated locations.
- Conducted routine vehicle inspections and maintained optimal vehicle performance.
- Coordinated with team members to optimize delivery schedules and routes.

Inspiro Relia Inc | Philippines

Position: Customer Service Representative

- Assisted customers with inquiries and resolved complaints professionally.
- Processed transactions accurately while adhering to company policies.
- Maintained customer satisfaction by providing efficient and empathetic service.

Swiss National Person | Philippines

2014 – 2021

Position: Personal Assistant

- Managed daily schedules, errands, and administrative tasks for the employer.
- Coordinated travel arrangements and ensured seamless logistics.
- Handled correspondence and maintained confidentiality in all tasks.

CFC Global Mission | Philippines 2012 – 2014

Position: Driver

- Safely transported staff and materials to designated locations.
- Maintained vehicle cleanliness and performed minor repairs as needed.
- Ensured compliance with traffic laws and company regulations.

T.H.A Construction | Philippines 2004 – 2011

Position: Electrician

- Installed and repaired electrical wiring and systems in residential and commercial buildings.
- Conducted inspections to ensure compliance with safety standards.
- Diagnosed and resolved electrical issues effectively.

Monde Nissin Corp. | Philippines 2002 – 2003

Position: Machine Operator

- Operated machinery to meet production targets and quality standards.
- Monitored equipment performance and conducted basic troubleshooting.
- Ensured adherence to safety protocols during machine operations.

MY SAN Biscuits Corp. | Philippines 1998 – 2000

Position: Building Electrician

- Maintained and repaired electrical systems within the facility.
- Conducted routine checks to prevent equipment malfunctions.
- Collaborated with team members to implement upgrades and repairs.

EDUCATION

Dualtect Training Center | Philippines 1997 – 1999
Information Technology