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# **Jim**

**Jim.335738@2freemail.com**

**PERSONAL AND CAREER OBJECTIVES:**

To have a full time position in a well-established institution which offers a healthy and professional working environment that enables me to grow while achieving its’ standards and goals.

**PERSONAL SKILLS:**

* Turning easily or readily from occupation/job to another, changeable.
* Hardworking and capable of rational conduct, trustworthy.
* Willing to learn and to be trained.
* Enjoy working/being with people.
* I am always energetic and eager to learn new skills.
* I have experience working as part of a team and individually.

**EDUCATIONAL BACKGROUND:**

***Tertiary*** : ***Bachelor in Public Administration***

**City Collefe of Lucena**

Barangay Isabang, Lucena City (Graduted: 2013)

***Secondary*** : **Quezon National High School**

 Iyam, Lucena City (Graduted: 2008)

***Primary*** : **Lucena West I Elementary School**

 Iyam, Lucena City (Graduted: 2003

**PERSONAL PROFILE:**

**Date of Birth** : August 26, 1991

**Place of Birth**: : Lucena City, Philippines

**Civil Status** : Single

**Nationality**: : Filipino

**Age** : 25 years old

**Religion: :** Roman Catholic

**WORKING EXPERIENCE:**

**PRODUCTION OPERATOR: Canon Business Machine Philippines**

December 2015 – May 2016

1. Set up machines (calibration, cleaning etc.) to start a production cycle
2. Control and adjust machine settings (e.g. speed)
3. Feed raw material or parts to semi-automated machines
4. Inspect parts with precision and measuring tools
5. Test operation of machines periodically
6. Fix issues that might occur during the shift
7. Check output to spot any machine-related mistakes or flaws
8. Keep records of approved and defective units or final products
9. Maintain activity logs

**VAN SALESMAN: Dranix Distributor Inc.**

September 2014 – March 2015

1. Achieve all assigned sales targets
2. Maintain maximum customer service is displayed at all times
3. To sell the company product to our current and potential customer.

**ONLINE MARKETING AGENT:Global Web Marketing**

June 2011 - January 2014

1. Having good written and spoken communication abilities.
2. Answering Emails
3. Having critical thinking.
4. Being able to work on several projects
5. Being able to understand social media.
6. Having problem solving skills at the same time.

**I certify that the above information is true and correct to the best of my knowledge and believe that I shall be responsible for any falsification of this document.**