***Farley***

e-mail address: [Farley.345753@2freemail.com](mailto:Farley.345753@2freemail.com)

***Objective***

To obtain long term employment with a well established organization where I may fully utilize my skills and abilities.

***Work Experience***

**Micara Land Estate Tanza, Cavite**

***Agent Servicing Officer (A.S.O.)*** 11/2014 – 08/2015

* Provide client support services in accurate and timely fashion.
* .Build positive and productive relationships with clients.
* Analyze and resolve service issues promptly.
* Inform management about complex client issues and resolutions.
* Work in compliance with company policies and procedures.
* Utilize effective problem solving and time management skills in client service operations.
* Develop process improvements to enhance service efficiency and effectiveness.
* Provide assistance to less experienced staffs when needed.
* Attend educational trainings and workshops for professional growth.
* In charge of inventory of office supplies and marketing materials
* Provide assistance in making arrangements for venue, sound systems, seminars and team building activities. Assist tent set-up and marketing materials for sales blitz as well as
* In-charge of client & van trip schedules (to and from site area)
* In-charge of inventory and asset tagging of computers and other company assets in coordination with Purchasing

**New Traditions Ltd. Shanghai**, China

***Quality Plywood Inspector*** 07/2012 – 05/2014

* Supervise grading of each mill with regards to plywood orders to be exported to the US
* Enforce strict rules in grading the plywood according to the type of wood.
* Insure the marking is correct the name of the company, quantity, no of pieces and

Destination. The packaging should be in the Standard operating procedure.

* Assist and train graders of each plywood mill in grading veneer and plywood in order to pass US standards.
* Evaluate and recommends to management other mills to support the import needs of the company
* Over-sees actual production of plywood where assigned.
* Submits report to management regarding all weekly shipments to the US
* Informs management of any problem arising during construction of plywood by submitting collected data from actual inspection.

**EEI Corporation. Libis, Quezon City**

***Foreman*** 11/2011 - 06/2012

* Plans and schedules work activities in materials and supplies stock ordering, stock

coding, records updating, and submittal documents to Accounting and EDP.

* Supervises inventory control personnel in the proper execution of inventory control policies and procedures.
* Evaluate inventory level to ensure timely replenishment of regular stock inventory at most economical cost.
* Ensures proper coding and documentation of all the items being handled and processes.
* Maintain up to date and accurate records. Monitor timely submittal of documents to Accounting and EDP.
* Coordinate with the Purchasing Department and various other departments for effective timely delivery issuance of materials.
* Implements effective ways to maximize utilization of excess pullback and slow non-moving items.
* Conducts Annual Physical Inventory in coordination with Accounting.
* Promotes total safety awareness and implements safety rules and regulations.
* Implements quality policies.

**Primemovers Materials Handling & Transport Corp.** SMC Polo

***Warehouse Supervisor*** 07/2010 – 10/2011

* Monitor the performance of forklift operators in accordance with the standards of SMC Polo
* Monitors and schedules forklift operators on a weekly basis
* Continuously monitor the performance and activities of the warehouse through the use of KPIs (key performance indicators) set by San Miguel Beer Corporation Polo
* Conduct daily team’s meeting to review previous shift performance, resolve pending issues and support operations game plan.
* Supervise the team’s performance towards efficiently Warehouse Operations.
* Supervise the forklift operator to ensure correctly that is loading and unloading of the stock.
* Maintains the quality health and safety procedures to ensure quality service.

**Prime movers Materials Handling & Transport Corp.**

San Miguel Yamamura Plant Corporation

General Trias, Cavite.

Warehouse Supervisor 6/2006 – 7/2010

* Identify the areas of improvement and establish innovative or adjust existing work

procedures.

* Meets warehouse operational standards by contributing warehouse information to strategic plans and reviews;
* Moves inventory by scheduling materials to be moved to and from warehouse; coordinating inventory transfers with related departments.
* Maintains storage area by organizing floor space; adhering to storage design principles; recommending improvements.
* Maintains inventory by conducting monthly physical counts; reconciling variances; inputting data.
* Maintain up to date and accurate records. Monitoring timely submittal of documents to Internal Department.
* Keeps equipment operating by enforcing operating instructions; troubleshooting breakdowns; requiring preventive maintenance; calling for repairs
* Checking physical inventory to ensure the FIFO is followed
* Coordinate deliveries with carriers to ensure KPIs are achieved
* Supervises the operations and ensure at all times that they are properly manned and cleanliness is maintained at the work areas.

**Bois Aise de Montreal Inc.** Tianjin, China

***Senior Quality Plywood Inspector*** 03/2006 – 12/2007

* Supervise grading of each mill with regards to plywood orders to be exported to the US
* Enforce strict rules in grading, and packing of plywood for export.
* Assist and train graders of each plywood mill in grading veneer and plywood in order to pass US standards.
* Evaluate and recommends to management other mills to support the import needs of BAM.
* Over-sees actual production of plywood where assigned.

**Veracor Wood Products International** Tianjin, China

***Senior Quality Plywood Inspector*** 01/2003 – 12/2006

* Supervise the US grading of all plywood exported to the US by several mills in the Tianjin area.
* Assist the mills in identifying good grades of veneer for production of plywood which is for export to the US
* Inspects veneer during processing phases to verify that veneer meets US quality standards. Reads work cards at processing stations to determine specifications for veneer being processed. Observes clipping and splicing operations and examines veneer sheets to ensure veneer is processed according to company standards. Inspects random sheets of spliced veneer to detect gluing defects and to ensure veneer grain is matched in prescribed manner.
* Ensures and certifies that all plywood produced for Veracor have low moisture content depending on wood type and is environmentally friendly.
* Observes activities of veneer graders (millwork-plywood) to ensure that grading of veneer conforms to quality standards. Ensure that veneer is discarded if they deviate from the specified standards by the company.
* Informs management of any problem arising during construction of plywood by submitting collected data from actual inspection.

**The Fitness Center, Olympia** Makati, Philippines

***Gym Instructor & Swimming Instructor*** 2000 – 2001

* Carrying out fitness assessments, consultations and inductions with new clients
* Taught basic swimming skills for beginners

**Mandarin Hotel** Makati, Philippines

***Gym Instructor*** 1999 – 2000

* carrying out fitness assessments, consultations and inductions with new clients

**Mandarin Hotel** Makati, Philippines

***OJT as Lifeguard*** 1998- 1999

**Aquinas School** San Juan, Philippines

***P.E.H.M Teacher***

* PE, Health and Music teacher 1997 - 1998

**Broadscale Marketing** Pasig City, Philippines

***Van*** Salesman 1996 - 1997

* Visit potential customers for new goods
* Maintaining and developing relationships with existing customers
* Gathering market and customer information
* advising on forthcoming product developments and discussing special promotions
* checking quantities of goods on display at market stalls
* Exclusive distributor of Colgate Palmolive for Rizal Area

**Basic Pharmaceuticals** Manila, Philippines

***Medical Representative*** 1994 – 1995

* Arranging appointments with doctors, pharmacists and hospital medical teams
* Sell and give samples to prospect clients.

***Education***

**College** University of the East 1990 – 1994

B.S. Education Major in P.E.

**High School Mount Carmel High School 1989 – 1990**

Aquinas School 1986 – 1989

**Elementary** Aquinas School 1978 – 1986

***Skills***

* Computer and Internet literate; light typing abilities
* Assertive, self-motivated, goal-oriented, organized and efficient.
* A Flexible, Cooperative, hard worker, team player and reliable.
* A good morale builder.

***Seminars/Training Attended:***

1. Basic First Aid Training Feb. 15 & 18,1999
2. Basic Life Support Training Feb. 16 & 17,1999
3. Basic CPR Jan. 18, 1997
4. Successful coaching in the

Viewpoints of the Sports Professionals Mar. 11, 2000

5. National Fitness Convention Nov. 21, 1998

6. Coaches Development Program Nov. 4, 1999

7. Forklift Trouble Shooting Jun 2008

8. Athletic Training (UP) Oct. 2000

9. Leadership Training Jan. 2014