

Mark Jolo Gaelon

Objective

Looking for a challenging job and to be able to work for a great company. Show determination that will push me to do the best I can in contributing a significant role in the company and will display a great personality towards my co-workers.

Experience

- **Machine Operator** - 01/2020 to 01/2024
AUO Crystal, Taiwan 421 R.O.C
- **WAITER/SERVICE CREW**– 09/2018 to 10/2019
CHOWKING Lucena City
- **SALES MAN** -04/2016 to 07/2018
SM LUCENA NIKE STORE Lucena City

JOB DESCRIPTION

- Worked 12-hour shifts when necessary.
- Maintained inventories of materials
- Procured from other departments the doors that were needed for the day's assignment.
- Ensured that product quality met customer specifications.
- Inspected parts and exhaust systems.
- Performed weekly maintenance on machine.
- Trouble shoot and resolved problems.
- Maintained a clean workspace.
- Maintained the safe and efficient usage of all equipment, while adjusting settings to ensure accurate production of goods.
- Conducted preventable maintenance on process line.
- Set-up and maintained mission critical equipment.
- Consulted with department manager to forecast weekly production quotas.
- Drilled holes into refrigerator doors in specified areas.
- Wrote and produced reports on defective doors, machine breakages, and recorded the number of doors completed within an 8hour shift

Education

Southern Luzon State University, Lucban, Quezon
BS in Industrial Technology major in Electronics Technology,
Graduated: 2012-2016

Lucban Academy, Lucban, Quezon
High School
Graduated: 2012



Contact

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Skills

- Dedicated; willing to work extra hours.
- Can work efficiently under pressure
- Ability to learn quickly
- Organization and prioritization skills
- Knowledge of basic car assembly tools
- Ability to perform repetitive tasks

Languages

- English
- Tagalog