

# Mark Jolo Gaelon

## Objective

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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

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- **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

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**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

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- 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

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- English
- Tagalog