

## **JEOFFREY P. ITALIO**

Brgy. Kambonggan

Baybay City, Leyte

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### **PERSONAL INFORMATION**

Date of Birth: August 3, 1982

Place of Birth: Brgy. Plaridel Baybay City, Leyte

Civil status: Married

Citizenship: Filipino

Parents: Rogelio A. Italio  
Justina P. Italio

### **EDUCATIONAL BACKGROUND**

College: Southern Leyte State University  
Bachelor of Science in Mechanical Engineering  
(Under Graduate)  
(1999-2001)

Secondary: Plaridel National High School  
Brgy. Plaridel Baybay City, Leyte  
(1995-1999)

Elementary: Plaridel Elementary School  
Brgy. Plaridel Baybay City, Leyte  
(1989-1995)

### **ACHIEVEMENTS**

- Passed the Poultry Processing Technique Evaluation conducted by Japan Chicken Association
- Completed the technical intern training for poultry processing industry in Japan

## **SKILLS**

### **LICENSED PROFESSIONAL DRIVER:**

License Number: H12-16-000885

Restriction: 1,2

### **NATIONAL CERTIFICATE II**

**Motorcycle/Small Engine Servicing**

Certificate Number: 16083702020847

## **WORK EXPERIENCE**

### **Employment History**

**Company Name: SINNONG AM CO., LTD**

**From-To: February 11, 2019 to November 2022**

**Position Title: Worker**

**Position Level: Production Officer**

**Specialization: Machine Operator**

### **Work Description:**

1. The Machine Operator will be responsible for performing various tasks to set up, operate, monitor, troubleshoot and perform preventive maintenance on assigned machines.
2. The Machine Operator will also be responsible for inspecting parts to specifications and making adjustments, or tool changes as necessary to maintain quality specifications.
3. Sets up and operates a production machine in accordance with established procedures and guidelines.
4. Reads and interprets blueprints and diagrams to select, position and secure machinery.

**Company Name: MYOUNGSOUNGGMP CO., LTD**

**Address: South Korea**

**From-To: April 24, 2018 to January 4, 2019**

**Position Title: Worker**

**Position Level: Production Officer**

**Specialization: Machine Operator**

**Work Description:**

1. The Machine Operator will be responsible for performing various tasks to set up, operate, monitor, troubleshoot and perform preventive maintenance on assigned machines.
2. The Machine Operator will also be responsible for inspecting parts to specifications and making adjustments, or tool changes as necessary to maintain quality specifications.
3. Sets up and operates a production machine in accordance with established procedures and guidelines.
4. Reads and interprets blueprints and diagrams to select, position and secure machinery.
5. Adjusts machine settings to complete tasks accurately, according to specifications and in a timely fashion.

**Company Name:** Department of Social Welfare and Development (DSWD)

**Address:** Brgy. Tinago Bato, Leyte

**From-To:** July 9, 2015 to September 20, 2015

**Position Title:** Enumerator

**Position Level:** Field Clerk

**Specialization:** Survey

**Work description:**

1. Physically travel to residents homes to interview them.
2. Ask questions pertaining to name, age, religious preference and state of residency.
3. Explain the objectives of surveys and their procedures to people who are to be interviewed.
4. Interpret interview questions to assist people in understanding them and providing eloquent answers.
5. Assist people in filling out survey forms and explaining items on survey forms.
6. Double check information on survey forms or information pads to ensure the accuracy of information.
7. Identify and report any issues that may arise while attempting to obtain valid data.
8. Compile, record and code information derived from specified forms into a predefined database.
9. Ensure that supervisor is kept abreast of completed assignment and progress.
10. Analyze the authenticity of information provided by ensuring direct contact with each family member within a family.



11. Ensure that repeat visits are performed in case a family member is not present in the first instance.
12. Compile records of information derived from census activities and ensure that they vetted by the supervisor.

**Company Name:** Sanwa Shokukei  
**Address:** 889 Chozaemon Shinden Koga-shi Ibaraki-ken, Japan  
**From-To:** June 2012 - June 2015  
**Position Title:** Chicken Chopper  
**Industry:** Poultry Processing

**Work description:**

1. Use knives, meat saws, band saws, or other equipment to perform meat cutting and trimming.
2. Clean, trim, slice and section carcasses for future processing.
3. Cut and trim meat to prepare for packing.
4. Inspect meat products for defects.
5. Process primal parts into cuts that are ready for retail use.
6. Separate meats and byproducts into specified containers and seal containers.
7. Weigh meats and tag containers for weight and contents.
8. Load, unload, or stack containers, materials or products
9. Collect chicken from the poultry farm.

**Company Name:** IDEAL Marketing and Manufacturing Corporation  
**Address:** 214 Tandang Sora Avenue, Quezon City  
**From-To:** August 7, 2006 - January 31, 2012  
**Position Title:** Quality Control Staff  
**Industry:** Rubber Roller and Printing Industry

**Work Description:**

1. Approves incoming materials by confirming specifications, conducting visual and measurement tests; rejecting and returning unacceptable materials
2. Approves in-process production by confirming specifications; conducting visual and measurement tests; communicating required adjustments to production supervisor.
3. Approves finished products by confirming specifications; conducting visual and measurement test; returning products for re-work; confirming re-work.
4. Keeps measurement equipment operating by following operating instructions; calling for repairs.

5. Maintains safe and healthy work environment by following standards and procedures, complying with legal regulations.
6. Accomplishes quality and organization mission by completing related results as needed.

**Company Name:** Eaglestar Transit Corporation  
**Address:** Ormoc City, Leyte  
**From-To:** May 2003 – December 2005  
**Position Title:** Bus Conductor  
**Industry:** Transportation

**Work Description:**

1. Assist driver to load off-load mail on/off the bus.
2. Assist customers to embark and disembark.
3. Conduct ticket checks before departure to ensure that all passengers have paid the fair.
4. Assist the driver to access if the vehicle is in good mechanical condition.
5. Dealing with any anti-social behavior in the bus.

**REFERENCES**

**Mr. Inageta Kunio**

889 Chyozaemon Shinden Koga-shi Ibaraki-ken Japan  
0280-78-1129

**Shunrex C. Velos**

Area Supervisor  
DSWD  
09262078578

**EDUARD MARQUE R. GUINOCOR**

Brgy. Captain  
Brgy. Kambonggan, Baybay City  
0919-0050-543