CHRISTIAN DERICK A. RUIZ

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Objective

Seeking an entry-level position to begin my career in a high-level professional environment. A highly organized and hard-working individual looking for a responsible position to gain practical experience.

Experience

- **Fast Logistics Corp**   August 2021 - April 2022
  RUD In Charge
  Responsible for receiving, checking, monitoring of RUD and BO stocks from truckers and branches, turnover of RUD and BO stocks and in the preparation of Discrepancy Report (DR) and Authority to Deduct (ATD) for charging of claims to truckers. Conduct checking of RUD stocks against invoices together with the trucker. Responsible on receiving, sorting, storing, packing and taking inventory of RUD stocks, keeping records and organizing for the shipping of products stored in the Warehouse.

- **Straive**   Aug 2020 - Feb 2021
  Content Analyst
  Monitors and ensures that documents follow the specific Document Type Declaration (DTD) of the clients.
  Collates articles to form specific issue or book, and allocates volume number and page numbers on the entire document.
  Modifies or carries out corrections using marked-up language.
  Structures and styles e-file allocated based on manuscript style.
  Implements accurate tagging in references, floats, and URLs.
  Reviews citations of figures (s/b in sequence), sections, and footnote
  to ensure that they are linked correctly.
  Checks reference list to ensure that every reference entry is tagged according to its style and type.
  Checks compliance of a typeset file according to style requirements.
  Checks and implements global corrections/updating requirements
  for every allocated proof Executes client and in-house validation tools to achieve quality compliance of the completed e-file before forwarding it to the next process.
  Carries out author's corrections (layout and content) as marked on proof.
  Records non-conformance found from the previous process in the evaluation form.
  Logs all activities done in Centrac before and after processing the documents.

Education

- **STI College**   2014 - 2020
  BS in Information Technology

Skills

- HTML
- CSS
- JavaScript
- Sass
- Git

Projects

- **Portfolio**
  https://christian0996.github.io/myportfolio.github.io/