



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

Aug 2021 - Mar 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.

Carries out author's corrections (layout and content) as marked on proof.

EDUCATION

STI College

2014 - 2020

BS in Information Technology

SKILLS

HTML CSS JavaScript Sass Git Communication Organizing Recordkeeping
Inventory Management

PROJECTS

Portfolio

<https://christian0996.github.io/myportfolio.github.io/>