

CHRISTIAN DERICK A. RUIZ



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Brgy Milagrosa, Calamba City,
Laguna

SKILLS

- HTML
- CSS
- SASS
- JAVASCRIPT

EDUCATION

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSIT)

STI College Calamba

2014 - 2020

EXPERIENCE

RUD IN CHARGE

Fast Logistics Group

08/2021 - 03/2022

- 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

CONTENT ANALYST

SPI Global

8/2020 - 02/2021,

- Monitors and ensures that documents follow the specific Document Type Declaration (DTD) of the clients.
- Checks dataset.xml, V-tool log report and chkXLSS.exe for possible errors in watermarks, hyperlinks, duck/ducklings, line numbers, bookmark/thumbnails, etc.
- 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