



+639664297330

edwardjohnpaulo@gmail.com

164 Station District,
Rosales, Pangasinan

SKILLS

- PC assemble and disassembly
- Troubleshooting hardware & software. PC/Smartphone
- Adaptability & Flexibility
- Network Management
- Maintain and Repair Systems
- Data Entry
- Logistics & Supply Chain Management
- Logistics Software & Technology

LANGUAGES

- English
- Filipino

EDWARD JOHN D. PAULO

Information technology graduate with experience as a **shipment processor** and **quality assurance associate** within the logistics industry. Strong knowledge of computer system servicing, with a proven ability to analyze client needs and deliver technical solutions. Skilled in troubleshooting and ensuring client satisfaction. I am eager to utilize my skills and contribute to a progressive organization.

WORK EXPERIENCE

AAI Logistics Cargo Express Inc. (Black Arrow Express)

Shipment Processor / Repacker

May 25, 2018 – January 31, 2020

- Handles incoming and outgoing parcels by receiving, inspecting, and documenting shipments, sorting, and preparing packages for transit/delivery.

PH Global Jet Express Inc. (J&T Express)

Quality Assurance Associate

June 10, 2020 - April 12, 2025

- Monitor day-to-day logistics activities, such as order picking, packing, shipping, and delivery, to ensure accuracy and consistency.
- Perform regular quality checks and visual inspections on shipments.
- Investigate and document any operational incidents, product damages, or customer complaints to determine the root cause and implement corrective actions
- Manages the movement of goods, coordinates shipments, tracks inventory, and handles related paperwork and communication to ensure timely and accurate product delivery within a supply chain

EDUCATION

Pangasinan State University – Urdaneta Campus (2013-2018)

Bachelor of Science in Information Technology