

# Vincent Y. Flores

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## Professional Summary

Highly-motivated, detailed oriented, deadline-committed, goal-driven Person. Proven track record of excellence. Some of my core skills include *AutoCAD, Solidworks, Sketch-Up, Computer Literate, Microsoft Office, Data Analyst, Machine Operations, Editing using GIMP and Adobe Photoshop, HTML and CSS, Computer Hardware & Software Repair*. Adept at analytics and in-depth reporting service. Collaborate with management to complete necessary projects; work independently on prior delegated tasks. An engaging team-player who also acts as a motivator

## Work Experience

<b>International Pharmaceuticals Inc.</b> <ul style="list-style-type: none"><li>• <i>Project Coordinator</i></li></ul>	03/2021 – 03/2022
<b>Fenstra Doors &amp; Windows</b> <ul style="list-style-type: none"><li>• <i>Technical Head</i></li></ul>	10/2019 - 10/2020
<b>John Diagnostic Trading</b> <ul style="list-style-type: none"><li>• <i>Service Technician</i></li><li>• <i>Admin Staff / IT Staff</i></li></ul>	03/2018 - 10/2019
<b>Zylun Philippines Incorporated – CODEV</b> <ul style="list-style-type: none"><li>• <i>CAD Operator</i></li></ul>	11/2014 - 12/2017
<b>RCP Manufacturing Company Inc.</b> <ul style="list-style-type: none"><li>• <i>Technical Supervisor</i></li><li>• <i>AUTOCAD Operator</i></li></ul>	11/2013 - 11/2014
<b>Monde Nissin Corporation</b> <ul style="list-style-type: none"><li>• <i>Machine Operator</i></li></ul>	09/2012 - 03/2013
<b>Platinum Foods Corporation (Jollibee)</b> <ul style="list-style-type: none"><li>• <i>Service Crew</i></li></ul>	01/2012 - 07/2012
<b>Treasure Island Industrial Corporation</b> <ul style="list-style-type: none"><li>• <i>Quality Assurance (OJT)</i></li></ul>	09/2010-09/2011

## Education

<b>CITE Technical Institute Inc.</b> <ul style="list-style-type: none"><li>• Mechanical Technology (Post Graduate)</li></ul>	11/2008 -06/2012
<b>Cebu Mary Immaculate College</b> <ul style="list-style-type: none"><li>• Bachelor of Science in Information Technology (Undergrad)</li></ul>	06/2007 - 03/2008

**Department of Manpower Development and Placement (Vocational)**  
• Computer Literacy

07/2008 - 09/2008

**University of Southern Philippines Foundation**  
(Secondary School)

06/2003 - 03/2007

## **Personal Information**

**Birth Date** : March 27, 1991  
**Birth Place** : Cebu City  
**Height** : 167.64 cm  
**Weight** : 179 lbs.  
**Citizenship** : Filipino  
**Religion** : Roman Catholic  
**Language** : English, Tagalog and Cebuano  
**Status** : Married  
**Spouse Name** : Aiza B. Flores  
**Occupation** : Housewife

## **Additional Skills**

- Computer Hardware and Software Repair
- Computer Literate
- HTML and CSS
- Knows AUTOCAD Designs, Solidworks, Sketch Up and ScopeCAD
- Performing internet research to acquire project information
- Producing estimates from takeoffs
- Helping with various office organization and collaboration activities
- Can do Multitasking work

## **References**

- **Engr. Chris Gordon Kilat**  
*Project Engineer*  
Kima Glass Supply Inc.  
+639772402932
- **Engr. Levi Bergado**  
*Project Engineer*  
Kima Glass Supply Inc.  
+639495691151
- **Rose Marie Tuling**  
*Executive Officer*  
Kima Glass Supply Inc.  
+639177703888