

# JADE ANTHONY PATALINGHUG

APPLICANT



## CONTACT

**Phone:** 09684359000

**Email:** tolentinjade6@gmail.com

**Address:** Gun Ob, 6015 Lapu Lapu City

## OBJECTIVE

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.

## SKILLS

- Creative
- Hardworking
- Enthusiastic
- Responsible
- Flexible

## CHARACTER REFERENCES

### Vince T. Alquizals

Site Engineer  
Sta-Cruz, Ronda Cebu  
097769905443

### Ma. Ariane T. Alquizalas

Bank Teller  
Sta-Cruz Ronda, Cebu  
09398095624

### Nicel Tampus

Child Development Worker  
Gun-ob, Lapu-Lapu City  
09687336267

## WORK EXPERIENCES

### Processing Staff

Jnt Express  
Fortuna Street, Bakilid, 6014 Mandaue City  
Aug 2020 - Dec 2020

- Sorts all packages per area requirements and in accordance with J & T Express process policy standards.
- Receives incoming shipments, open packages, sort out items according to predefined procedures, and ensure that all packing and labelling activities for outgoing shipments are properly handled.
- Inspect each piece of package to ensure the indicia are affixed correctly and all the markings on labels, including addresses and telephone numbers are properly marked.
- Helps maintain cleanliness and orderliness of the area.

### Ground Handler

Int'l Airport  
Mactan Cebu  
2019 - 2020

- Assist the passengers with their baggage check-in
- Tag and process the checked baggage and make sure that cabin baggage conforms to regulated size, weight and content
- Assist the passengers with any issues of lost luggage

### Production Worker

General Milling Corporation  
Pajo Lapu-Lapu City  
2017 - 2019

- Feed raw materials into machinery
- Assemble goods on production lines and monitor the process
- Test product or packaging before shipping by adequately storing all necessary supplies

## EDUCATIONAL BACKGROUND

### TERTIARY

#### Computer Engineering

Cite Technical Institute  
Purok 2, San Jose, Cebu City, Philippines  
2021 - Present