

# Marie Rose T. Taju

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## Personal Background

Date of Birth: 29 April 1993

Civil Status: Single

Citizenship: Filipino

## Career Objectives

Customer-oriented professional with six years of experience seeking a warehouse assistant manager position where I can use my knowledge of transportation, distribution, operation and inventory management.

## Educational Background

**Bachelor of Science in  
Information Technology**  
2011 - 2015

Pampanga State Agricultural  
University

## Professional Summary

Provides operations leadership for small or medium size warehouse. Manages one or multiple shifts of warehouse operations including transportation and packaging. Provide safe working environment for all employees. Ensure internal and external customer requirements are met through the company's policy standards and procedures.

## Skills and Competencies

- Proficient in Windows-based programs
- Basic Knowledge in MS Office (Word, Excel, Power Point)
- Highly analytical
- Result-driven

## Work Experience

### **LiteXpress International Inc (March 2017 to December 2023)**

Operations-North Luzon Team Leader

- Provides operations leadership and improvement focus for warehouse operations including transportation and packaging operations driving results, creating and monitoring measures, providing motivation, and setting expectations in safety and quality.
- Responsible for ensuring the Company values are demonstrated in the site. This includes championing diversity, community involvement and right environment initiatives.
- Approach daily problem solving and continuous improvement opportunities strategically and tactically to achieve performance targets.
- Analyze operational trends and develop corrective action plans.
- Manage, coach, and develop staff; work with employees to set goals in training and development, performance, and career planning.
- Receive and dispatch shipments and ensure both quality and quantity.
- Create and maintain contact with vendors and customers to ensure timely delivery of goods.
- Maintain communication with warehouse staff to ensure proper working order.
- Assist customers with inquiries.
- Organize files both manually and electronically.
- Monitor and facilitate repair orders.
- Ensure that the warehouse has sufficient space for incoming deliveries.
- Ensure that all items are properly numbered and tagged.
- Conduct safety procedures for outbound shipment vehicle
- Reconcile hand receipts.

**Monde Nissin Corp (April to September 2016)**

Logistics Assistant

- Ensure accuracy of all inventories
- Review invoices and purchase orders
- Create packing lists and update shipment information in database.
- Organize files both manually and electronically.
- Monitor and facilitate repair orders.
- Coordinate deliveries for repaired or returned items.
- Reconcile hand receipts.

**Character References**

**Romel Sapno**

Team Leader

LiteXpress Intl Inc

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**Kathleen Portuguese**

Assistant Manager

LiteXpress Intl Inc

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