



REMELITO JR TABUÑAG

ABOUT ME

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EXPERIENCED COMPANIES



SHOPEE EXPRESS PHILIPPINES



FEDEX PHILIPPINES



CARREFOUR HYPERMARKET



GLOBE TELECOM

ABOUT ME

Experienced Supervisor with 9 years of managing teams and improving operations. Skilled at training and supporting staff, solving problems, and making sure tasks run smoothly. Focused on increasing productivity, maintaining high standards, and creating a positive work environment. Strong communicator dedicated to getting results and keeping teams motivated.

I have knowledge and experience in graphic design, with proficiency in using Adobe Illustrator and Photoshop for creating various visual materials. I am also well-versed in Microsoft Office applications, including Excel, Word, and other essential tools, which I use efficiently for documentation, data management, and presentations.

EDUCATION

DEGREE

Bachelor of Science in Business Administration
Major in Operations Management

UNIVERSITY

Foundation University

YEAR GRADUATED

2012

WORK EXPERIENCE

COMPANY: SHOPEE EXPRESS PHILIPPINES

POSITION: HUB COORDINATOR

PERIOD: 2021-2025

- Manage day-to-day hub operations, including parcel inbound, sorting, rider dispatch and receiving of in-transit parcels, also inventory control
- Conducts team briefing and documents minutes of the meeting
- Oversees agency teams in backroom, as well as coordinates w/ rider support team and occasionally supervises drivers/riders
- Performs essential duties such as hiring and training staff, monitoring employees' performance, ensuring high productivity levels, assigning tasks, and delivering constructive criticism.
- Creates, reviews and validates reports coming from the hub
- Conducts process improvement initiatives & implements/ spearhead projects geared towards increasing Hub productivity

WORK EXPERIENCE

COMPANY: FEDEX

POSITION: TEAM SUPERVISOR

PERIOD: 2018-2021

- Monitor quality and productivity of the team.
- Conducts team briefing and documents minutes of the meeting
- Conduct monthly evaluation per BPA.
- Creates, reviews and validates reports.
- Conducts process improvement initiatives & implements / spearhead projects geared towards increasing team productivity.
- Monitor inventory, supply chain flow, and stock levels to avoid shortages or overages.

COMPANY: CARREFOUR HYPERMARKET

POSITION: DISPLAY/ DECO ARTIST

PERIOD: 2015-2018

- Develop innovative and eye-catching display concepts for products, ensuring alignment with the brand's identity and marketing goals.
- Create and implement in-store visual displays, including window displays, shelf arrangements, and product placements to enhance customer experience and boost sales.
- Work closely with the marketing and merchandising teams to ensure displays support promotional campaigns and seasonal themes.
- Design flyers, poster etc.
- Making inventory of material, LPO breakdown and monthly expense.

COMPANY: GLOBE TELECOM

POSITION: SALES ADMIN OFFICER/AGENT

PERIOD: 2012-2015

- Ensures proper scheduling and prioritization of Globe Broadband installations for timely dispatch.
- Ensures proper documentations, reports, and other related issues for
- Ensures coordination, call outs and follow through of installations.
- Prepares monthly commissions report and incentives report.
- Tracking daily sales targets.

● SKILLS

Problem-Solving

Cost Analysis & Budgeting

Risk Management

Attention to Detail

Time Management

Adaptability

Multitasking

Decision-Making

Adobe Illustrator and Photoshop

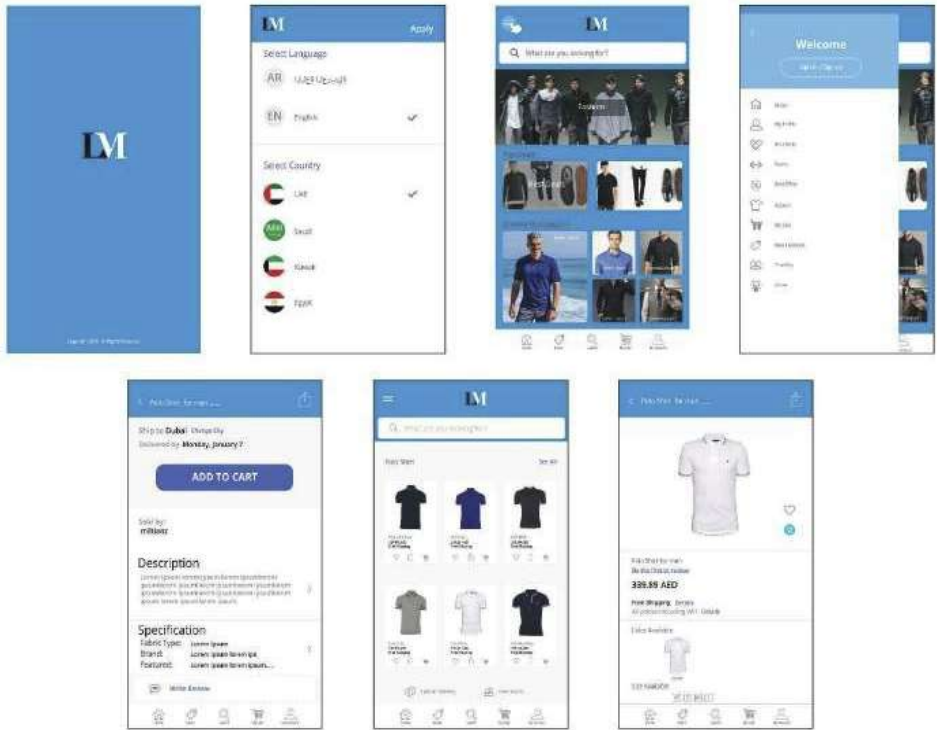
Microsoft Suits (Excel, Word, Powerpoint etc.)

● APPLICATION USE

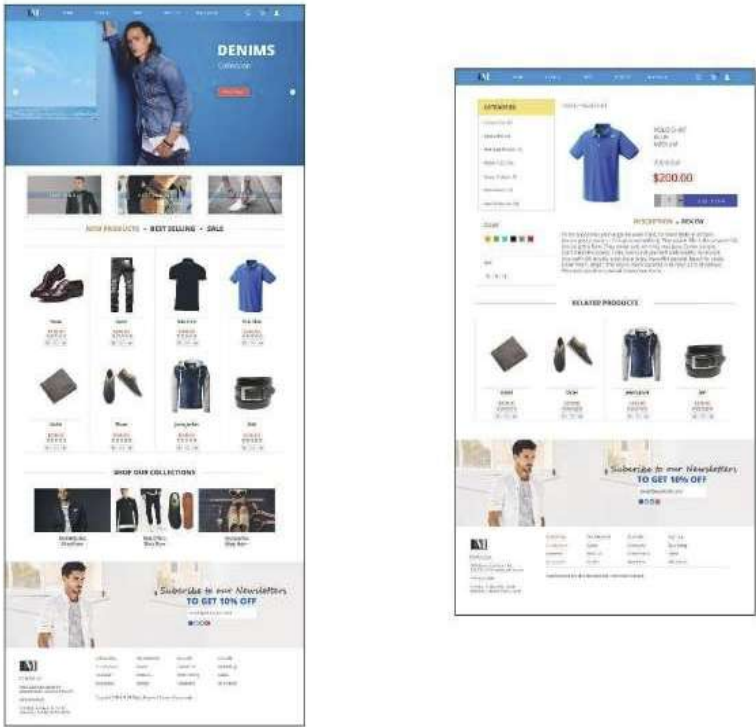


PORTFOLIO

MOBILE APPS DESIGN

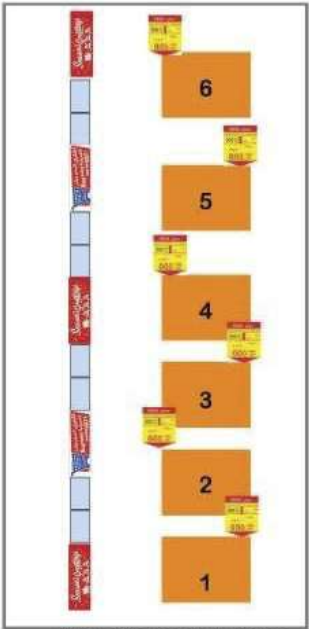


WEBSITE DESIGN



PORTFOLIO

T-SHIRT AND LAYOUT MOCK UP DESIGN



LAYOUT GUIDE FOR 18 ELEMENTS
TOP BACKGROUND
(2 ELEMENTS INTERVAL)



TOP BACKGROUND



TOP BACKGROUND



AREAS :	G1 G2	G3 G 4
PRODUCTS :	CG	CG LHH

PORTFOLIO

SOCIAL MEDIA BANNERS

