



**JERRY FERRER TALVO**

Lot 21 Block 6 South Spring Heights Subdivision  
San Miguel, Sto. Tomas, Batangas  
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*OBJECTIVE:*

A self-motivated individual with a 13+ years experienced in an Electronics Industry and a 9+ years experienced in an Electrical-Mechanical Metal Fabrication Industry. Equipped and possesses a wide range of technical skills, primarily in, Medium, Low Voltage Switch gears as well as electrical panel boards

*PERSONAL INFORMATION:*

Citizenship: Filipino  
Age: 44  
Civil Status: Married

*EDUCATIONAL INFORMATION:*

**GRADUATE:** Bachelor of Science in Electronics and Communication Engineering (BSECE)

West Bay College Inc.,  
Alabang, Muntinlupa City, Philippines  
April 2010

**GRADUATE:** Diploma in Computer and Electronics Technology (DCET)  
System Technology Institute (STI College)  
Balibago, Sta. Rosa City, Philippines  
April 2003

**GRADUATE:** Automotive and Air Conditioning Technology  
The Sisters of Mary High School  
Bo. Biga, Silang, Cavite City, Philippines

December 1996

EMPLOYMENT INFORMATION:

Company: Arktech Philippines Inc.  
Address: Lot 6B, Phase - 1A, First Philippine Industrial Park, Sto. Tomas, Batangas  
Position: Production Supervisor  
Date: March 21, 2022 to September 15, 2022

Basic Function:

*Reports directly to the Production Manager.  
Fully responsible for the performance of production planning, production line.  
Supervises and reports daily, weekly, monthly production plan progress of each section of the production line with regards to product and production schedule.  
Ensures that all members to comply with the company's policies, rules and regulations.  
Plans, Organizes the proper utilization of manpower and available resources to sustain the company needs.  
Carries out directives and instructions that may be assigned by the Factory Manager.*

Company: Grenfoss Technology Corporation / Greenfold Fabtech Inc.,  
Address: #9030 Crysanthemum St., Brgy., Loma, Binan Laguna  
Position: Plant Manager  
Date: February 15, 2021 to October 14, 2021

Basic Function:

*Manages the conformances of the department to customer requirements.  
Manages the conformances of the department to company policies, rules and regulations.  
Directs and guides the section heads for the attainment of the company's goals and objectives.  
Responsible for the over all process implementations and improvements on products in terms of quality and yields.*

Duties and Responsibilities:

*Oversees the organization in attaining the goals and objectives.  
Oversees the Quality Control to meet the quantity requirements of the customer as stated in the production and shipment plan.  
Oversees production conformance to quality requirements as stated on the process and management plan.  
Ensures that all members to comply with the company's policies, rules and regulations.  
Oversees the continuous improvement and development for the technical efficiency of machines and equipment.  
Plans, Organizes the proper utilization of manpower and available resources to sustain the company needs.*

*Approves and recommends approval expenditures and manpower requirements within the provision of existing procedure.*

*Initiate reviews of the Quality Management System, develop and recommend proposal for improvement.*

*Carries out directives and instructions that may be assigned by the General Manager.*

#### **Authority:**

*The authority to perform the above functions, duties and responsibilities emanates from General Manager.*

*Authorized to carry out all attendant actions necessary for the achievement of the desired results in carrying out the above-mentioned duties and responsibilities.*

**Company:** Asiaphil South Luzon Inc.,

**Address:** Lot 2582 Brgy. San Antonio, Sto. Tomas Batangas

**Position:** Production Supervisor

**Date:** February 1, 2012 to January 29, 2021

#### **Duties and Responsibilities:**

*Reports directly to the Operations Manager.*

*Fully responsible for the performance of production planning, production line and maintenance.*

*Supervises and reports daily, weekly, monthly production plan progress of each section of the production line with regards to product and production schedule.*

*Reviews and checks production monitoring report (daily, weekly, monthly) likewise provides the same reports to the Operation Manager.*

*Approves Works Order for standard products, Request for Delivery, product schedule and production schedule.*

*Keeps production line in order, organized, clean and implements working discipline.*

*Recommends production improvements.*

*Formulate a good filing system for good record keeping.*

*Continuously implements improvements for production.*

*Ensures that established rules, procedures, and policies of the department and the company as a whole are strictly observed by all members of the department.*

*Recommends improvements to the work processes as required / needed.*

*Promotes a positive work environment that contributes to increase efficiency and productivity of the workforce.*

*Ensures that all coordination and communication requirements are met consistently, appropriately and correctly.*

*Evaluate workforce performance regularly to ensure the consistent attainment of objectives.*

*Supervises the work of his direct reports and addresses all concerns within the department in a timely and appropriate manner.*

*Continuously seeks ways to improve his productivity, as well as his team's through upgrading skills, coaching, counseling.*

*Participates in the planning process and assist in the preparation of the department's annual budget.*

*Materials/Tolls/Equipment used:*

*Lathe Machines  
Hydraulic Power Hacksaw  
Power drill  
Grinder  
Jig saw  
Punching Machine  
Bending Machines  
Mig Weld  
Arc Weld  
Oxy-Acetelyne*

*Company: Nidec Philippines Corporation  
Address: Laguna Technopark, Binan Laguna  
Position: Technician / Machinist  
Date: January 26, 1999 – March 15, 2011*

*Duties and Responsibilities / Functions:*

*Perform the assigned duties and responsibilities efficiently and effectively.  
Provides adequate support to Engineering Department on the evaluation and implementation of improvement projects in all existing processes at Milling Department.  
Must provide continuous training programs for skill improvement of all Milling Technicians.  
Provide ideas on how to improve machining process with a purpose of productivity, quality and scrap improvements.  
Give directions to my subordinates.  
Follow company safety precautions, rules and regulations.  
Supports 3q6s program of the company.*

*Materials/Tools/Equipment used:*

*Conventional Lathe and Milling Machine  
Power drill  
Grinder  
Jig Saw  
Press Drilling  
Tig Weld  
Band Saw  
Surface Grinder*

*Trainings and Seminars:*

*Maintenance Safety Standard  
Nidec Phils. Corporation  
March 15, 2001*

*Chemical Safety Training  
Nidec Phils. Corporation  
June 04, 2008*

*QMS / ISO Training 19011  
Asiaphil Group of Companies*

July 28 & August 4, 2012

IEC 61439 International Standards  
Asiaphil Group of Companies  
February 5-7, 2014

Construction Occupational Safety & Health (COSH)  
UP Diliman, Quezon City  
April 21-24, 2015

Machine Trainee (Press Brake / Bending Machine)  
Shanghai, China  
August 24-29, 2015

Switchgears Seminar (FAT)  
Xiamen, China  
September 5-10, 2016

Total Quality Management (TQM)  
PTTC Pasay, City  
September 25, 2016

Machine Trainee (Laser Cutting Machine)  
Guangzhou, China  
September 9-13, 2018

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*I hereby certify that the above information is true and correct to the best of my knowledge*

JERRY F. TALVO

Applicant