



**SOLEDAD VACARO ORQUIOLA**  
New Canlubang Village Paciano Rizal Calamba City, Laguna  
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**Objective: To apply for any position that befits my qualification and that will enhance my skills, capabilities, and provide growth and development.**

## **WORK EXPERIENCES**

**Receiving/Warehouse Supervisor**  
**ROBINSON SUPERMARKET**  
Imall Canlubang  
December 2025 to May 2026

- Responsible for the supervision of receiving products and goods for placement to the selling area,
- Monitor the schedule on withdrawal of stocks at warehouse and Bad Orders declaration for RTV.

**Section Supervisor**  
**PUREGOLD CANLUBANG JR.**  
July 2016 to March 2024

**PUREGOLD PARIAN JR.**  
National Highway, Parian Calamba City  
March 2024 to November 2024

- Responsible for providing quality customer service, monitoring stocks, implementing local store marketing, achieving sales target, and managing personnel.
- Relieves Supervisor of the other section limited to functions such as signing gate pass, instruct disers on displaying of stocks and handling customer inquiries and complains.
- Performs other functions that may be assigned by immediate superior.

**Warehouse Supervisor**  
**PUREGOLD LOS BAANOS JR.**  
**PUREGOLD LOS BANOS EXTRA**  
Batong Malaki Los Banos Laguna  
March 2012 to July 2016

- Supervise quality control of received items. Ensure that the standard operating procedure and guiding principles are complied, ensure controls, safety and security for all outgoing and incoming goods.
- Established schedule on withdrawal of stocks at warehouse and Bad Orders declaration

- for RTV.
- Organized stock arrangement at warehouse and made locators and maps for easy access.

### **Warehouse Coordinator**

#### **BIGG'S INCORPORATED**

San Antonio St. San Pedro Laguna  
May 2011 to November 2011

- Receives delivery from suppliers.
- Prepares Receiving Report of delivered items.
- Coordinate with purchasing and warehouse department regarding the schedule of delivery.
- Monitor and conduct inventory every end of the month.

### **Maintenance Clerk**

#### **GUESS? USA**

DII Building, 150 Brgy. San Vicente, San Vicente Road San Pedro, Laguna  
October 2010 – February 2011

- Prepares documents for the issuances of construction and non-construction materials.
- Prepares and authenticates documents of delivered items.
- Control the issuances and records the accountability of all tools and equipment issued.
- Monitors stock level and conduct inventory and inspection of all the stock.
- Monitors deliveries of all supplies and materials.
- Coordinates with Purchasing Department, Accounting Department, Engineering Department, and other concerned unit in monitoring all procurement order by maintenance P.O Logbook and related references.

### **Logistics Staff**

#### **ACS Manufacturing Corporation**

Carmelray Industrial Park 1 Canlubang, Calamba City  
September 2009 to August 2010

- Supervises loading of shipment for VISMIN branches, preparing shipping slip.
- Encoding transfer of stock and bad orders (B.O) using NAV.
- Coordinate to Sales office regarding the branches request of stock and schedule of shipment.
- Coordinate to finished goods regarding the available of stock to be loaded, encoding transfer of finished goods for VISMIN branches.
- Preparing letter of authorization/container guarantee, monitoring of pick-up/shipment for the day.
- Preparing Returned Merchandise Slip and Returned Merchandise Receiving Form of bad orders (B.O) from branches.
- Preparing of transmittal and filling of documents.
- Performs other function as may assigned by the Department Head and Plant Manager.

### **Warehouse Clerk**

**Robinsons Supermarket, Distribution Center**  
A.Rodriguez St. Litton Mills Compound, Pasig City  
November 2008 to March 2009



- Tagging Shipment Order (S.O) to ship complete using Warehouse Management System (WMS).
- Monitors Delivery Discrepancy Report for Shipment (DDRS) from stores.

### **Warehouse Clerk (Logistics)**

#### **Zenith Foods Corporation (Jollibee Commissary)**

Integrity Avenue, Carmelray Industrial Park 1 Canlubang, Calamba City

November 2006 to November 2008

- Supervises WMS (Warehouse Management System) inventory vs. Actual and Oracle stocks.
- Allocates warehouse deliveries in line with route and store issuance in the WMS.
- Allocates warehouse deliveries in line with transfer to other depot and inter island shipments.
- Adjusts discrepancies and anomalies in accordance with WMS vs. actual.
- Inventory Control Analyst.
- Prepares RQI (Request for quality Inspection) for damaged, quality defect, and lapsed items.
- Coordinates with QA Department, Manufacturing Line, FG warehouse and RND in terms of product disposition, condition and quality.

### **Office Staff**

#### **Isopack Corporation**

B.O Pittland Cabuyao, Laguna

March 2005 – June 2006

- Prepares daily reports such as production and inventory report.
- Inspect and test items for quality control.
- Prepares checklist and check items for daily delivery.
- Filling of reports

### **Office Staff**

#### **Notre Dame of Cotabato Inc.**

Sinsuate Avenue, Cotabato City

June - October 2003

- Cashiering, messenger, filling, and encoding

### **On the Job Trainee (OJT)**

#### **DSWD Region 12**

Cotabato City

March 2003

#### **Davao Medical Center and Davao Mental Hospital**

Davao City

October 2003

- Administering test, Counseling



Sinsuat Avenue, Cotabato City  
1998-2003

- Cashiering, messenger, filling, encoding

## EDUCATIONAL ATTAINMENT

**Bachelor of Science in Psychology**  
Notre Dame University  
Notre Dame Avenue, Cotabato City  
1998-2003

## SPECIAL SKILLS

Computer Literate (Microsoft Word & Microsoft Excel), Warehouse Management System (WMS), Oracle, NAV, MMS

## AFFILIATIONS

**Notre Dame University Psychology Association (NDUPA)**  
Notre Dame University, Cotabato City

**Graduating Class Association (GCA)**  
Notre Dame University, Cotabato City

## PERSONAL DATA

Date of Birth : February 03, 1980  
Place of Birth : Cotabato City  
Sex : Female  
Citizenship : Filipino  
Civil Status : Single  
Religion : Roman Catholic  
TIN # : 925-640-788  
SSS # : 33-9227257-2  
Language Spoken : English, Tagalog, Cebuano, Ilonggo

## REFERENCES

**MR. ADONIS ALCAZAR**  
Store Manager  
Puregold Price Club Inc.  
09326538774

**MR. ERIC B. NICOLAS**  
DC Manager  
Zenith Foods Corporation

**MR. RAMIL G. VICENTE**  
**OPULENCIA**  
Warehouse Leadman  
Store Manager  
Zenith Foods Corporation  
Inc.  
(02) 688-3283/09174323639

**MR. RYAN**  
Assistant  
Puregold Price Club  
09323003295



I hereby certify that all information above are true and correct to the best of my knowledge.

**SOLEDAD V. ORQUIOLA**



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