

REGINALDO D. ALLONES

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Objective:

Seeking a position using my extensive knowledge and successful experience in Operations Management and a position that offers opportunities for personal contribution and professional growth.

Qualifications:

- More than 20 years of management experience in forwarding, manufacturing, shopping, with proven record of productivity, quality and integrity.
- Analytical and detailed –oriented, able to identify and implement process improvements that increase accuracy, consistency and efficiency.
- Energetic team leader, able to communicate effectively with people of all ages and backgrounds, to work collaboratively to resolve problems and to motivate team members to achieve personal and organizational objectives.

Professional Experience:

PC Express@Palau.com - Koror State, Republic of Palau

03/2007 - Present

Operations Manager

- Improve the operational systems, processes and policies in support of organizations mission - specifically, support better management reporting, information flow and management, business process and organizational planning.
- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Oversee overall financial management, planning, systems and controls.
- Management of company budget in coordination with the Executive Director.
- Development of individual program budgets.
- Invoicing to funding sources, including calculation of completed units of service.
- Payroll management, including tabulation of accrued employee benefits.
- Disbursement of checks for company expenses.
- Organization of fiscal documents.
- Regular meetings with Executive Director around fiscal planning.
- Supervise and coach store manager on a weekly basis.
- Designed and implemented sales strategies largest region in company.
- Manage market expansion in four state on the islands.

Al Othaim Markets Company – Riyadh, Saudi Arabia

11/2003 - 02/2007

Operations Officer

- Oversee the daily operations and sales of a large distribution facility.
- Meet and exceed all company set operations and sales goals.
- Lead, direct and manage inbound and/or outbound site operations to ensure that the operations staff executes service agreements at, or above the customer's standards.
- Maximize profitability through superior customer service, effective and prompt communication and follow-up on all pending matters with the customer.
- Maintain a clean, professional and safe working environment by inspecting and scheduling maintenance, and ensuring that all office and warehouse equipment is properly accounted for and in safe working condition.
- Utilize superior communications skills to motivate staff and develop effective working relationships with peers, executives and clients.
- Address all employee performance problems promptly and directly in accordance with company personnel policies and procedures.

Al Othaim Markets Company – Riyadh, Saudi Arabia

10/2001 - 10/2003

Operations Supervisor

- Planned and monitored daily staffing schedules and adjusted accordingly to ensure adequate staffing levels that support operational demands and business objectives.
- Managed revenue and expenses to reflect budget constraints.
- Managed and oversaw administrative functions to ensure all paperwork was processed efficiently and in a timely manner and met all compliance requirements.
- Trained and certified new employees on all performance standards.
- Kept abreast of emerging technology changes and innovations through formal or informal study, reading business and professional publications, networking and participation in professional organizations.

Geologistics, Inc. – Mandaue City, Cebu Philippines

01/1999 - 08/2001

Warehouse Supervisor

- Supervise staff of 17.
- Manage a 1,000 -square-meter warehouse with 2 bays and 2 fork lifts.
- Schedule all employees.
- Handle all special handling freight requirements
- Maintained close contact with the clients to meet the lead time delivery.
- Scheduled all shipments, ensuring on-time delivery.
- Oversee rate negotiations, breakage and inventory control.
- Direct rerouting and management of a 7-truck delivery fleet.
- Maximized downtime of delivery trucks due to breakdown.

Philips Electronics & Lighting, Inc.- Makati City, Philippines 10/1987 - 12/1998

Warehousing Specialist

- Supervise and coordinated unloading of shipments.
- Ensure quality control for outbound shipments.
- Coordinate returns for damaged products.
- Maintain inventory count of all products.
- Receive bills of lading and resolve discrepancies with original orders.
- Input receipt of materials and monitor inventory via MFG-PRO system.
- Review damaged item listings, determine whether to repair, and ship to repair shop.

Previous Work History:

Zuelleg Pharma, Corp. - Makati, Philippines 02/1987 - 09/1987
Warehouseman

Universal Pharmaceutical Laboratories - Cebu City Philippines 09/1985 - 01/1987
Sales Representative

Made(Market Developers), Inc. - Makati, Philippines 10/1979 - 07/1985
Utilityman/Collector

Education:

University of Visayas, Cebu City, Philippines
LLB College of Law, April, 1997
Major in Commercial Law

University of Cebu, Cebu City, Philippines
B.S., Commerce, 1983 (Graduated)
Major in Accounting

Concord Technical School, Cebu City, Philippines
B.S., Transportation, 1980
Nautical

Computer Software:

Excel, Microsoft Word, PowerPoint, MFG-PRO and JDA Store System.

References:

Available on request after interview

