

JAIME VELEZ

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PROFESSIONAL SUMMARY

Versatile Operations Professional with a strong background in business management, inventory monitoring, and facility oversight. Proven in streamlining workflows and delivering accurate, data-driven reports to drive informed decision-making and operational efficiency. Dedicated to maintaining high standards of administrative precision and organizational problem-solving across all business functions.

EXPERTISE

Operations Management, Reporting & KPI Tracking, Logistics, Inventory and Supply Chain Management, Team Coordination, Time Management, Transcription, Data Entry and database management, Content Moderation, Research and report generation, project coordination, KPI monitoring and operational reporting

TECHNICAL SKILLS

Productivity: Microsoft Office, Google Workspace, Notion, ClickUp, Communication: Slack, Discord, Microsoft Teams, Zoom Data Analysis: Excel, Python, AI: Prompt Engineering (ChatGPT, Gemini),

PROFESSIONAL EXPERIENCE

PLANT MANAGER | New Mayon Adhesive MFG. Corp. | Parañaque, PH Oct 2022 – Aug 2025

With over two years of experience overseeing daily manufacturing operations, inventory control, and cross-functional coordination. Led data-driven reporting and process improvements to ensure efficiency, accuracy, and on-time execution.

- Developed automated reporting tools, reducing report preparation time from 6 hours to under 2 hours, improving operational visibility.
- Supervised and coached staff, improving accountability and workflow coordination.
- Coordinated with suppliers, partners, and internal teams to resolve material operational issues and maintain consistent stock availability.

BUSINESS PROCESS DELIVERY ASSOCIATE | Accenture Inc. | Mandaluyong, PH Jul 2016 – Dec 2018

Supported operational workflows, data accuracy, and process documentation in a fast-paced environment. Contributed to reporting, coordination, and process adherence to support efficient service delivery.

- Delivered administrative and operational support across internal processes, ensuring accuracy and efficiency
- Maintained 98% accuracy in data transcription and content moderation.
- Identified inefficiencies in workflows and proposed improvements to boost productivity.

EDUCATION

BACHELOR'S DEGREE | Computer Science | Centro Escolar University

CERTIFICATIONS

Google Business Intelligence | Coursera

Google Data Analytics Professional Certificate | Coursera

IBM Applied Data Science with Python Level 2

Six Sigma Yellow Belt | 6sigmastudy.com

Business Analytic Concepts and Frameworks | UPoU