

## JOSE IGNACIO VILLALON FERNANDEZ

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### PROFESSIONAL SUMMARY

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Motivated and detail-oriented professional with a background in Industrial Civil Engineering, 2 years of experience in professional roles supporting large-scale mining construction projects in Chile, and an additional 2 years of hands-on experience working in stores, supermarkets, and as a delivery driver. Skilled in inventory management, customer service, document control, and operating in fast-paced environments. Currently based in Perth and actively seeking opportunities in retail, warehouse, or logistics roles where I can contribute with my strong work ethic, adaptability, and attention to detail.

### SKILLS

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- Store Management
- Merchandising & product placement
- Advanced Microsoft Office Suite
- Receiving & Processing Deliveries
- Team Collaboration & Communication
- Inventory Control
- Highly Organized & Detail-Oriented
- Quick Learner & Adaptable to New Systems
- Warehouse Safety & Cleanliness

### RELEVANT EXPERIENCE

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#### T&T Supermarket – Working Holiday Visa | Calgary, Canada.

##### Store Assistant

September 2024 – April 2025

- Responsible for inventory management, including stock categorization, use of RF scanners and forklift operation for moving pallets and bulk items. Maintained accurate inventory records, updated stock spreadsheets, and supported storeroom organization to ensure efficient product flow and shelf replenishment.
- Carried out tasks such as unpacking, sorting, and shelving merchandise, setting up promotional displays, organizing product sections, and ensuring items were correctly labeled and priced.
- Assisted with receiving and processing deliveries, including unloading trucks, checking goods against invoices, handling pallet jacks and trolleys, and following stock rotation procedures to minimize waste and ensure freshness.

#### FedEx Express – Working Holiday Visa | Calgary, Canada.

##### Flex Driver

July 2024 – September 2024

- Delivered packages to residential and commercial customers, managing daily routes efficiently and adapting to dynamic delivery schedules.
- Utilized RF handheld scanners for real-time tracking, proof of delivery, and system updates, while maintaining a strong focus on customer service and timely performance.
- Assisted with package labelling, truck organization, and on-site inventory management; contributed to route optimization and space allocation for efficient loading and unloading.

#### Safeway Supermarket - Working Holiday Visa | Calgary, Canada.

##### Store Assistant

April 2023 – April 2024

- Provided customer service by assisting shoppers with inquiries, locating products, and ensuring a positive shopping experience.
- Restocked shelves and maintained displays, rotated stock, and checked for expired items to ensure product availability and freshness.
- Handled inventory and backroom tasks, including receiving deliveries, organizing the storeroom, and assisting with stock counts and control.

**R&Q Ingeniería – Bechtel | The Quebrada Blanca Phase 2 (QB2) Project, Iquique, Chile.**

**Contracts Specialist**

**March 2021 – March 2023**

- Reviewed and estimated contractor claims and budgets, including rates, yields, and overhead costs for large-scale mining projects.
- Provided contract administration support, compiling documentation, uploading data to systems like Aconex and Formsplus, and assisting with KPI reporting and workflows.
- Monitored contract performance and managed change tracking, preparing materials for meetings and reports, and supporting claim status oversight.

**EDUCATION**

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**Civil Industrial Engineer with major in Mining**

Pontifical Catholic University of Chile – Santiago, Chile

March 2014 – November 2020

**Diploma in Project Management**

Pontifical Catholic University of Chile – Santiago, Chile

February 2022 – November 2022

**PROFESSIONAL AFFILIATIONS**

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**World Education Services (WES):** Canadian Equivalency Summary – Bachelor’s Degree. February 2024

**WHMIS Certification:** AixSafety, Canada

September 2024

**Driver’s Licenses:** Class C - Western Australia Driver License

**TECHNICAL PROFICIENCIES**

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Platforms: Windows, MacOS.

Software: Microsoft Office Suite, PowerBI, Aconex, Formsplus, Minesight, Vulcan, AutoCAD.

Programming Languages: Visual Basic, Python.

**LANGUAGES**

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Spanish: Native

English: Intermediate

**VOLUNTEERS**

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**COVID-19 Assistant**

March 2020 – June 2020

Assisted seniors during the COVID-19 pandemic by purchasing essential supplies and handling service payments to minimize their exposure risk.