

Jose Villalon

I'm cheerful and hardworking, and I'd love the chance to show my skills and be a great asset to the team

📍 Perth WA, Australia



MEET ME

Phone: +61416381580 **Email:** jose.villalonf@gmail.com

Profile: <https://useverb.com/cv/josevillalonf1749903668281>

About

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.

Experience

Store Assistant · T&T Supermarket

2024 - 2025 · Calgary, AB, Canada

- 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.

Flex Driver · FedEx Express

2024 - 2024 · Calgary, AB, Canada

- 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.

Store Assistant · Safeway Supermarket

2023 - 2024 · Calgary, AB, Canada

- 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.

Contract Specialist · R&Q Ingenieria

2021 - 2023 · Iquique, Chile

- 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

Diploma · Pontifical Catholic University of Chile

2022 - 2022 · Santiago, Chile

The Project Management Diploma provides professionals with tools and methodologies to effectively lead and manage projects. The program focuses on planning, scheduling, cost control, risk management, and team leadership, using standards such as PMI's PMBOK®. It combines theoretical knowledge with practical applications, preparing graduates to manage complex projects across various industries with efficiency, strategy, and clear objectives.

Bachelor degree · Pontifical Catholic University of Chile

2014 - 2020 · Santiago, Chile

The Civil Industrial Engineering program combines engineering, management, and analytics. Students gain a strong foundation in math, physics, programming, and economics, along with skills in operations, finance, and systems optimization. The program prepares graduates to solve complex problems and lead projects across industries like logistics, finance, and public services.