

**CAREER****OBJECTIVE**

***To find a challenging position in a company where I can meet my competencies, capabilities, skills, education and experience.***

**PROFFESIONAL****EXPERIENCE**

***Warehouse Coordinator*** **November 17, 2014 – May 5, 2015**

**Tea Leaf Phils. Inc.**

**Duties and Responsibilities**

***Answers incoming department telephone calls for the purpose of routing and/or responding to telephone requests for information/services***

***Directs department functions in in conjunction with supervisor for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel***

***Stocks equipment and materials for department for the purpose of maintaining requires inventory level***

***Conducts physical inventories for department supplies for the purpose of verifying stock and identifying losses.***

***Assist other personnel for the purpose of supporting them in the completion of their work activities***

***OIC/Cashier***

**Chicken September 24, 2011 – September 30, 2013 Day By Day Service Cooperative**

***Duties and Responsibilities***

***Evaluate and train newly hired staff***

***Maintain the smooth operation of the business***

***Checking of all the stock in daily, weekly and monthly basis Preparing weekly schedule of the staff***

***Monitor the cleanliness and orderliness of the working area***

***Counter Staff/Cashier***

**DELIFRANCE June 11, 2010 – November 11, 2010 Fresh n’ Famous Foods Inc.**

***Duties and Responsibilities***

***Smile and greet the customer***

***Taking and receiving the order from the customer Preparing the order of the customer***

***Receiving payment either cash or card from the customer Maintaining the cleanliness of the working area.***

***Smile and thank the customer***

***Counter Staff/Cashier***

**RIZAL PARK** **April 15, 2008 - November 15, 2008**

**Arsebels Foods Corporation**

**SM Manila Branch** **April 21, 2007 - September 30, 2007**

**Jollibee Foods Corporation**

***Duties and Responsibilities***

***Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service.***

***Maintain an awareness of all promotions and advertisements.***

***Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers.***

***Communicate customer request to management.***

***Maintain orderly appearance of the register area and supplies stocked. Any other tasks as assigned from time to time by my superior.***

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| ***ON*** | ***THE*** | ***JOB-TRAINING*** |  | ***Document Control and Fabric Planner*** |  |
| ***Jeanology Inc.*** |  |
|  |  |  |  |  | ***Production Planning Inventory Control Dept.*** |  |
| ***Ford Warehouse*** | ***October 2013 –January 2014*** |  |
| ***Balintawak Branch*** |  |
|  |  |  |  |  | ***Pre-Delivery Inspection Dept.*** |  |
| ***Mazda Quezon Avenue*** | ***June 2009 - July 2009*** |  |
| ***Service Advisor Assistant*** |  |
|  |  |  |  |  | ***Body and Paint Department*** |  |
|  |  |  |  |  | ***July 2009 – October 2009*** |  |
|  |  |  |  |
| ***EDUCATIONAL*** | ***BACKGROUND*** | ***Technological University of the Philippines*** |  |
| ***COLLEGE*** |  |  |
|  |  |  |  |  | ***Ayala Blvd., Ermita, Manila*** |  |
|  |  |  |  |  | ***Bachelor of Arts in Management*** |  |
|  |  |  |  |  | ***Major in Industrial Management*** |  |
|  |  |  |  |  | ***2012 – 2014*** |  |
|  |  |  |  |  | ***Graduate*** |  |

***Technological University of the Philippines Ayala Blvd., Ermita, Manila***

***Bachelor of Technology***

***Major in Automotive Engineering Technology 2005 – 2009***

***Graduate***

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| ***PERSONAL*** | ***DATA*** | ***July 22, 1989*** | ***Weight :*** | ***115 lbs.*** |  |
| ***Date of Birth*** | ***:*** |  |
| ***Place of Birth :*** | ***Pampanga*** | ***Religion:*** | ***Roman Catholic*** |  |
| ***Age*** | ***:*** | ***26 yrs old*** | ***Gender:*** | ***Female*** |  |
| ***Language Spoken:*** | ***English, Tagalog and Kapampangan*** | ***Height :*** | ***5’4”*** |  |
| ***Visa expiry*** | ***:*** | ***May 25, 2016*** |  |  |  |
| ***Computer Skills:*** | ***MS word, MS excel and MS Powerpoint*** |  |  |  |

