**Maybelline Marquez Yuzon**

**Graduate of Bachelor in Computer Science 2002 – 2006, Cavite State University**

**OBJECTIVE:**

Be part of a company where I can be a potential asset on its development and advancement by contributing my knowledge, skills and abilities.

**WORK EXPERIENCE:**

**Clerk-Administration and Communication, EKFC 2**

July 18, 2015 up to April 15 2016

* Accurate data capture of all processes within the Oracle JD Edwards Enterprise Resource Planning (ERP) System
* Extraction of flight data from SITA/Email/Fax for accurate capture into ERP for creation of Flight Catering Orders (FCO’S),VIP Cargo
* Responsible for printing and dispatching of Load Summary Reports (LSR’s) to the relevant departments.
* Updating ERP system on any changes on flight/passenger movements and changes.
* Perform clerical duties such as receiving and dispatch of communication, documents, photocopying, printing and distribution of ERP checklist and sign-offs
* Receives and answers phone calls.
* Comply with Corporate Occupational Health and Standard and Safety and Responsibilities and Standards.

**Team Member-Operation**

May 27, 2012 up to July 17, 2015.

* Clear all the equipment relevant to the pre-setting and collect the food from the Production Department as per the Catering order.
* Pack the cutlery, pre-set the meal trays, arrange the equipment needed on the flight and set the trolleys.
* Ensure at all times that items are correctly stored in their designated areas in accordance with the laid down Hygiene Practices.
* Assemble the flight requirements from all the sections according to the galley-loading plan, packing list and menu specification.
* Ensure that the cutlery and crockery are clean and that the correct items needed on the flight are collected from the Production Coordinator on time.
* Ensure that correct galley loading plans are always followed while preparing the food and non-food items.
* Ensure that the food is kept in the cold room while waiting to be loaded to the aircraft in order to comply with the company’s established hygiene requirements while making sure that any exposure of food to unacceptable temperature and humidity levels is minimized.
* Apply the Quality Policy and Quality System establishment in accordance with ISO 9001: 2000 international standards and execute all responsibilities according to the department work procedures while reflecting Quality Policy.

 **Tea House Coffee Shop**

 **Service Crew**

July 2010 to March 2012

* Welcoming and greeting the guests entering the shop.
* Interact with guests to take drink and food orders.
* Have working knowledge of coffee, tea, blended drinks and food that is served in a coffee shop environment. Able to suggest coffee blended drinks.
* Ensure cleanliness of restaurant including polished flatware, clean glassware and plates.
* Be familiar with all property amenities and other restaurants.
* Handle cash according to procedures.
* Maintaining excellent customer service.

**Innovative College of Science & Technology**

**Registrar’s Staff**

March 2007 to June 2010.

* Receiving and filing of documents of new students, receiving and filing of grades from Faculty Members at the end of every term/semester, encoding and updating of students’ records, preparing Transcript of Records and reports of students with deficiencies and other tasks as assigned by the Registrar.

**TRAININGS**

1. **ON-THE-JOB TRAINING**
* Completed 200 hours of On-the-Job Training at Philippine Nautical Training Colleges in España, Manila, Philippines from April 4, 2005 up to May 2, 2005.
1. **SUMMER JOB TRAINING**
* Worked as student employee during the summer break in the Municipality of Bongabong from April-May 2004.

**SKILLS/TECHNICAL KNOWLEDGE**

* Highly motivated
* Have a good communication skills and excellent in written
* Team Player, Problem Solver
* Flexible and easy to adopt in the new environment
* Excellent Customer Service
* High level of understanding
* Experience in working with different culture
* Fluent in English
* Microsoft Office, Power Point Presentation, Microsoft Excel

**PERSONAL INFORMATION**

Date of Birth: May 17, 1984

 Civil Status: Single

 Citizenship: Filipino

**Job Seeker First Name / CV No: 1799940**

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