**JOEMAR**

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**CAREER OBJECTIVES:**

To obtain a position where I can utilize my talent and skill and further enhance them to contribute to my development as a person and to be able to be part of a team.

**SUMMARY OF QUALIFICATIONS:**

Having more than five years in the field of customer relations, providing a productive output that help to attain the company objective, I can offer a job that guaranteed less supervision, can work under pressure, good command in English written and spoken, professionalism and good relationship with colleagues and customers.

**WORK EXPERIENCES:**

**Production Operator —APCP INC., New Taipei, Taiwan(March 2010 – March 2016)**

* Follow safety procedures and company policies for machine operation.
* Operate machine safely and effectively for production processing.
* Setup the production machine and supplies before executing the job orders.
* Ensure that machineis maintained in good and safe working condition.
* Inspect machine to identify any replacements, malfunctions and repairs.
* Perform regular equipment maintenance to ensure production capacity and quality.
* Identify and report unsafe operations to Supervisor immediately.
* Maintain the work area clean, safe and organized.

**Food / Room Attendant— Lourdes Suite @ Hotel Tiara, Makati City, Philippines (November 2008 – December 2009)**

* Smile and greet the customers.
* Take food and beverage order and serve.
* Salesmanship, Ensure safety, hygiene and sanitation.
* Present a check or bill and receive payment
* Checks and secures the rooms.
* Replenish amenities according to the operational standards.
* Ensure security of guest rooms and privacy of guests
* Responsible for the cleanliness and maintenance of his work area.
* Attends to guest calls, guest requests /guest complaints in the area assigned to him.

**Gym Fitness Instructors —Slim and Shape Fitness Center, Caloocan, Phillippines(April 2008 – October 2008)**

* Demonstrate the correct way to use exercise equipment
* Monitor the misuse of equipment
* Ensure the gym is clean and free of health and safety hazards
* Deliver exercise classes and workshops
* Develop personal exercise and diet plan

**Production Operator —CDO Foodsphere. Valenzuela City, Phillippines**

**(April 2007 – February 2008)**

* Follow safety procedures and company policies for machine operation.
* Operate machine safely and effectively for production processing.
* Setup the production machine and supplies before executing the job orders.
* Ensure that machine is maintained in good and safe working condition.
* Identify and report unsafe operations to Supervisor immediately.
* Maintain the work area clean, safe and organized

**Sales Executive— RRJ Company @ Robinson Ermita, Manila, Philippines**

**(May 2006 – February 2007)**

* Smile and greet the customers.
* Be involved in stock control and management.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor.
* Give advice and guidance on product selection to customers.
* Keeping the store clean and tidy.
* Responsible dealing with customer complaints.

**EDUCATIONAL BACKGROUND:**

**B.S. In Business Administration Major in Management**

University of Caloocan City, Philippines (Year 2004 – 2006 )

**SEMINAR AND TRAINING:**

**The Power of Service in Excellence training and Workshop**

**in Hotel and Food & beverages Operations (**May 18 -22, 2009 )

Interlink Manpower Development & General Services In

**Computer Education & Livelihood Project (**April 2-15 2008)

Technology Resource Center Philippines

**Acting Training Program (**April 19-20 2007)

Actor’s Studio East - Cubao, Quezon City, Phillipines

**PERSONAL INFORMATION:**

Sex : Male

Height : 5’8”

Status : Married

Religion : Roman Catholic

Visa Status : Visit VIsa