

# John Frederick Guillarte

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## PROFESSIONAL SUMMARY

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Breadwinner and self-driven person with 6 years of experience as a Kitchen Designer. Efficiently working with the best of my ability to assess the space, needs, and recommend solutions to give an effective design to the clients. Also, maintaining an awareness of ever-changing trends to be more updated and flexible when it comes to the uniqueness and aesthetic of the kitchens, vanities and closets.

## WORK EXPERIENCE

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### **Kitchen Designer**

Apr 2016 - Present

Modern Century Trading Co. • Jeddah, Saudi Arabia

- Handled different types of kitchen designs according to the customer's specifications. Primarily, designs for aluminum and wooden kitchens.
- Developed detailed plans, elevations and achieved the best visual presentations of the kitchen/bath cabinets by designing the space using 20/20 Design V12 and AutoCAD.
- Performed my duty with the dedication to my responsibilities as a Kitchen designer in a broken-time schedule and 6 days a week duty.
- Determined the current situation at the site by reading the measurements, the floor plans provided by the clients, and the photos that were taken at the site.
- Prepared plans and specifications for the final kitchen designs according to the standard procedures of the company during the fabrication.
- Guided the salesman to ensure that everything will be according to the procedure of the company while they are selling the kitchen.

### **Administrative Clerk**

Aug 2015 - Nov 2015

Double Dragon 168 • Bayombong, Philippines

- Acted as a checker to monitor the count of every product that was taken outside the Warehouse.
- Checked the daily liquidation reports of Coca-cola truck agents and LPG Gas agents to monitor their transactions daily.
- Sort and file documents according to established filing systems, locate and retrieve documents from files as requested, and maintain records of filed and removed materials.
- Prepared reports from manual or computerized files of Inventories, Account Receivables, Discounts, and Liquidation Reports.
- Performed basic accounting works like Account Receivables, Balancing the numbers of the stocks, Daily Sales, and Daily Inventories.

### **Fast-food Service Attendant**

Aug 2009 - Jan 2010

Jollibee Food Corporation • Solano, Philippines

- Used types of equipment like a soft-serve machine, coffee brewer, ice crusher to prepare hot and cold beverages such as coffee, hot chocolate, ice craze, and soft-serve ice cream.

- Washed work tables, cupboards, utensils, and appliances that were used in preparing the products during the operation.
- Sweep and mop floors, and perform other duties to assist kitchen staff and dining staff to have better teamwork inside the store and to make the task easier.
- Clear and clean tables and trays in eating establishments.
- Assigned in changing the C2O tanks and Empty Syrup Containers for Soft-drinks machines.
- Assigned in preparing and garnishing the different kinds of ice cream on the menu like sundaes.
- Assist counter crews in assembling customer orders.

## **EDUCATION**

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### **Bachelor of Science in Architecture (Undergraduate)**

2008 - 2013

Saint Mary's University • Bayombong, Philippines

- Photojournalist of School Publication "The Marian".

## **SKILLS**

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- Proficient in using 20/20 Design V12
- Strong ability to multitask in different designs, time management and organize work properly.
- Performed detailed drawings like floor plans, elevation, and Isometric views using AutoCAD.
- Knowledgeable in using Microsoft Office like Word, Excel, Powerpoint and Publisher.
- Knowledgeable in using Adobe Photoshop and Adobe Premiere.
- Focused on analyzing the more efficient solution to any work-related issues and challenges.
- Can work under pressure in a fast-paced environment to meet deadlines.

## **AWARDS AND HONOURS**

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### **2nd in Book-keeping using Microsoft Excel**

2005

- Awarded in high school during the Division Student Technologist and Entrepreneurs of The Philipines (STEP) Division Skill Competition.