

Desiree C. Olaso

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Overview

With 2 years' experience as an English Tutor to Chinese and Japanese students, 7 months experience as a Business Development Specialist, 1 year experience in a retail industry and 1 month experience in a Dairy Industry. Looking to apply my extensive skills, capabilities and knowledge to the position with effective interpersonal skills and promotes food safety and production efficiencies as a valued member of your team. Considering that I can adapt to any industry and can make satisfaction both to the company and the customers.

Educational Background

- **Xavier University - Ateneo de Cagayan** 2011-2016
Bachelor of Science in Food Technology

Computer Skills

- Microsoft Office (Word, Powerpoint, Excel, Outlook)
- Microsoft word in making student reports, sales reports, memorandum and formal communication letter.
- Microsoft Excel in consolidating inventory reports and monitoring templates of the supermarket.
- Microsoft Outlook for emails, storing contact informations and tracking tasks.

Personal Skills

- Knowledgeable in Food Safety and Food Quality Assurance
- Knowledgeable about Food Production and Retailing
- Experienced in teaching kids and adults
- Effective interpersonal skills
- Can adapt and sensitive to different cultural backgrounds
- Ability to work with less supervision with willingness to learn
- Facilitate a program according to the age group
- Patient and understanding
- Team player and leadership skills
- Detail oriented and well organized
- Can do multi-tasking and prompt on deadlines
- Customer oriented and result driven
- Knowledgeable about negotiating and contracting

Work Experience

- **Acadsoc Ltd** May 2018 - November 2020
English Tutor
Responsibilities:
 - Teaching Chinese students aging from 6 years old to 15 years old to learn how to speak basic English language through online.
 - Improving the students Vocabulary, Grammar and Pronunciation skills using the modules given by the company.
 - Making a report every after class for performance and progress.
 - Managing to maintain 4.9/5 satisfaction rating from students.

- October 2018 - April 2018

• Envizion
English Tutor
Responsibilities:
 - Teaching Japanese adult students to learn how to speak English language through online.
 - Helping students to improve grammar, pronunciation and vocabulary skills using Articles and modules from the company.
 - Making a report every after class for the students performance and progress.
 - Checking the students writing skills through Writing Project twice a year for students in Pre-school.
- June 2017 - March 2018

• Philippine Seven Corporation
Business Development Specialist
Responsibilities:
 - Researching for possible site of expansion for the business of the company.
 - Negotiating land owners for the leasing terms.
 - Managing legal documents between the company and the land owner.
 - Analyzing and calculating numbers of profitability being made to give summary about the return of investment datas before approving the site.
- May 2016 - May 2017

• Ororama Supercenter
Management Trainee/Quality Control - Supermarket
Responsibilities:
 - Overseeing the opening and closing operation of the supermarket.
 - Supervising the in and out of vegetable and fruit products and other items if following Food Safety standards by checking closely to ensure quality.
 - Manually inspect meat cuts according to their weight and quality and label with arriving date and time before proceeding to the room freezer storage.
 - Checking the cleanliness of the display areas if products are well displayed and arranged, check equipments like weighing scale, cooler and fridges if it's properly working before opening the supermarket.
 - Generates inventory everyday to maintain FIFO (First In First Out) of the products.
 - Manages 20 or more employees in the store to maintain the order of the store by monitoring their attendance, work performance and overall.
 - Conduct weekly general cleaning of the machines, freezers, meat display and room freezer storage.
 - Making reports like inventory, memorandum, formal letters and month-end reports.
 - Assisting on purchasing items for supermarkets daily needs.
 - Train new staff for their daily routine for one week close monitoring training.
 - Handling customers inquiries and complaints for satisfaction.
- April 2014 - April 2014

• Northern Mindanao Federation of Dairy Cooperatives
Quality Control/Assurance
Responsibilities:
 - Receiving raw milk from suppliers and checks quality before accepting the raw milk.
 - Getting a sample of raw milk for laboratory tests to ensure the quality.
 - Assisting in milk production like cheese, butter making and production of Milk Products.

Trainings/Seminars

- FoodShap Passer 2016
Food Safety and HACCP Principles and Practices
- Service Quality for Key Employment Generators 2016
Creating Error Free Environment
- 3rd Philippine Association of Food Technology Mindanao Summit 2016
Food Security and Nutrition in the Millenium

Reference

- **Maria Veda Luz P. Cagalitan - ""**
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