JEANNIE A. PARENZO

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OBJECTIVE: Solutions-oriented, highly analytical, competent, reliable and resourceful candidate seeks a dynamic position to demonstrate proficiency in butchery, agriculture, customer service, relational sales environment, and networking.

EDUCATIONAL BACKGROUND

VOCATIONAL

Course	:	Hydraulic Excavator Operation (TESDA NC II)
Name of School	:	Endonela Institute of Technology Foundation INC. (TESDA Accredited School)
Address	:	Leon Garcia St.,Agdao Flyover, Davao City, 8000 Philippines
Year	:	March 2022

COLLEGE

Course	:	Bachelor of Science in Agricultural Engineering
Name of School	:	Agusan Del Sur State College of Agriculture and Technology
Address	:	Bunawan, Agusan Del Sur, 8205 Philippines
Year Graduated	:	April 2013

HIGH SCHOOL

Name of School	:	Sta. Maria National High School
Address	:	Sta. Maria, Trento, Agusan Del Sur, 8202 Philippines
Year Graduated	:	March 2007

ELEMENTARY

Name of School	:	Bucana Elementary School
Address	:	Bucana, Davao City 8000 Philippines
Year Graduated	:	March 2003

SPECIAL SKILLS:

- Farm Management: Management of swine, poultry, small and large ruminants, and organic crops.
- Meat Cutting: Meat preparations, cutting carcass, de-boning, skinning, stock ordering
- Machinery Upkeep: Operate hydraulic excavator and two-wheel tractor.
- Organizational Proficient in Google docs,
    - Social Media Management
    - Customer Service
    - Sales Verification
    - Quality Assurance

EMPLOYMENT RECORD

Position : Meat Cutter

Company Name : Emma Fernando Meat Stall
Address : Tagum Public Market, Davao del Norte, Philippines
Dates of Employment: October 2019 to Present

Duties & Responsibilities:

- Inspects and reassembles equipment sanitized the previous night. Reworks and restocks display case to assess daily production needs.
- Receives and rotates meat in the freezer. Scans inventory.
- Brings cases of meat, up to 45 lbs, from cooler and empties contents onto meat cutting or other preparation area.
- Cuts, debone and trims meat to customer's specification using knives or machete. Follow safety and security procedures.
- Transfers cut and ground meat to trays and onto display racks or trays. Loads styro trays onto a large plastic tray and transfers to a large wheeled rack for wrappers. Assists with wrapping. Assists with stocking meat cases according to Meat Manager's plan for product presentation and merchandising.
- Cleans and sanitizes the area throughout the day. Performs duties to comply with health code, such as sanitation standards and maintaining proper temperatures. Follows all Sanitation Standards Operating Procedures (SSOPs).
- Performs routine maintenance around the stall.
- Provides and ensures prompt and courteous customer service.

Position : <u>Fitness Coach</u>
Company Name : Self-employed
Address : Davao City, Philippines
Dates of Employment : January 2022 – Present (Part-time)

Duties & Responsibilities:

- Identify the clients' fitness level and health
- Oversee completion of exercise routines
- Track clients' physical progress
- Modify exercise plans based on needs, potential injuries or health issues
- Conduct individual and group fitness training sessions
- Adopt a holistic training approach (e.g. cardiovascular exercise, strength)
- Oversee the use of fitness equipment to ensure clients exercise properly and safely
- Handle nutrition and health-related questions
- Refer to and promote fitness packages and plans
- Ensuring one's safety at all times while doing the expected tasks

Position : Admin/Exec. Assistant
Company Name : RT Lapeña Enterprise Inc
Address : Catitipan, Davao City, Philippines
Dates of Employment : July 2018 - January 2019

Duties & Responsibilities:

- Assist farmers in their needs at the farm.
- Arrange maintenance check-up for farm tools and machinery.
- Layout graphic design for uniforms and ID's for farm employees.
- Layout tags and labels for each plants(vegetable, trees, vines etc.) that are found in the farm
- Create entrance tickets for the farm visitors
- Create visual summary and reports of expenses and incoming sales of farm produce
- Farm supply inventory
- Farm assets inventory
- Create comparison charts for up-to-date prices of goods from markets
- Canvassing of location for product disposition such as malls, public markets, hotels etc
- Arrange schedules of meetings & appointments for the Operation's Manager
- Help maintain good communication between the farmers and the management.
- Hand out Payroll(in Cash)
- Farm touring/tour guiding

Position : CSR and Social Media moderator
Company Name : Awesome OS
Address : Davao City, Philippines
Dates of Employment : February 2018 - March 2018
Duties & Responsibilities:

- Assist customers on the status of their orders
- Answer inquiries through emails, chats and social media platforms such as Facebook, Instagram and Twitter.

Position : CSR and Fashion consultant/Stylist
Company Name : Offsourcing Phils.
Address : Davao City, Philippines
Dates of Employment : November 2016 - February 2018
Duties & Responsibilities:

- Assist customers on the status of their orders
- Answer inquiries through emails and chats.
- Check inventories
- Style members according to their profile

Position : CSR/Sales Agent
Company Name : SYNNEX Concentrix Corp.
Address : Davao City, Philippines
Dates of Employment : June 2013 - January 2015
Duties & Responsibilities:

- Assist customers in troubleshooting routers, printers, phones, hub, cameras, network extender and other networking devices.
- Answer inquiries through calls
- Provide options/recommendations to the customers for up-to-date technologies.

PERSONAL BACKGROUND

Date of Birth	:	May 7, 1991	Citizenship	:	Filipino
Place of Birth	:	Trento, Agusan Del Sur	Height	:	5'3"
Sex	:	Female	Weight	:	50 kg.
Age	:	30 years old	Blood Type	:	O
Civil Status	:	Single	Religion	:	INC

CHARACTER REFERENCES

MARICEL TORRES DAVIS
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