

# Quenne Rose B. Buenavista

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## WORK EXPERIENCES

**Coca-Cola Beverages Philippines, Inc. – Iloilo PH**

**September 01, 2016 - Present**

**Position: Warehouse Clerk**

- Order picking, lifting stocks, assembling orders on a pallet, and proper handling of products
- Receiving and checking of deliveries from producing plant
- Arranging and organizing stocks in accordance with GWP and Safety standards
- Receiving and documentation of product returns
- Checking of incoming and outgoing deliveries for stores
- Conducts monthly inventory of all products
- Purchases supplies, maintain level inventory and schedule its replenishment
- Prepares, edits, and validates presentations and reports
- Billing processing and administrative duties

**Coca-Cola Beverages Philippines, Inc. – Iloilo PH**

**May 15, 2015 – August 31, 2016**

**Position: Production Staff / ECA Manpower Agency**

- Responsible for the Documentation process of the company's compliance to International Standards Organization (ISO) requirements in Occupational Health and Safety, Food Safety System Certification and Quality Management
- Monitored SOP Checklist compliance of production workers and operators
- Performed office works such as filing and reproduction of forms used in daily production run, conduct inventory of office and PPE supplies, and keeping of records properly maintained and readily available

**Coca-Cola Beverages Philippines, Inc. – Iloilo PH**

**October 2014 – February 2015**

**Position: Intern – Engineering Department**

- Trained on clerical duties, familiarized SAP, created reports on measuring equipment's productivity and preventive maintenance monitoring

**Solid Gold Food, Inc.: Iloilo PH**

**December 2013 – June 2014**

**Position: Fast Food Crew**

- Performed cleaning and sanitation, order taking, assembling orders from in-store and drive thru customers

## **EDUCATION**

### **Bachelor of Science in Business Administration**

Major in Business Management – 4 years

Central Philippine University: Iloilo, PH

June 2011 – April 2015

## **PERSONAL DATA**

Date of Birth : October 19, 1994

Age : 27 years old

Civil Status : Single

Sex : Female

Citizenship : Filipino

Religion : Catholic

## **CHARACTER REFERENCES**

### **Marim R. Prieto**

Materials Inventory Specialist

Coca-Cola Beverages Philippines, Inc.

+639459819115 and +639120492226

### **Engr. Larry Besana**

Engineering Team Lead

Coca-Cola Beverages Philippines, Inc.

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### **James T. Saclote**

Logistics Manager

Coca-Cola Beverages Philippines, Inc.

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