

ELVIE M. MORTA

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PERSONAL SUMMARY

Enthusiastic and eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of tasks. Motivated to learn, grow and excel in the workplace/company.

Multi-talented consistently rewarded for success in planning and operational improvements. Experience in policy development and staff management procedures positively impacting overall morale and productivity.

WORK EXPERIENCE

Furuta Foods Co, Ltd. (Toyama, Japan) Food Production Worker June 2018 – May 2022

- Specified Skilled Worker:** I'm engaged with jobs that require proficient skills in Specified Industry Skills.
- Technical Intern Trainee:** Also known as Skills and Technology Transfer Project. I acquire professional knowledge, skills and technical expertise through a training program.

Key assignments and responsibilities

- Capable of operating machines.
- Preparing all the required materials before the production start.
- Cook, sort, grade, weigh, inspect and pack products.
- Making sure that the products conform to standard appearance.
- Follow all food and safety procedures.

Freemont Foods Corporation (JOLLIBEE) Production Crew May 2013 – December 2015

- Production Controller:** I train trainees and responsible for production standards.

Key assignments and responsibilities

- Serve fresh hot food in a timely manner.
- Prepare Quality and safe foods products.
- Implemented quality customer service by providing second mile service.
- Food safety and sanitation.
- Ensure compliance to the Standard Operating Procedure.

EDUCATION & QUALIFICATIONS

Certifications

- Certificate of the Specified Skilled Worker (JAPAN) **May 2021 – April 2022**
- Certificate of the Technical Intern Trainee Program (JAPAN) **June 2018 – May 2021**
- Professional Grade Practical Test
in Food Manufacturing Skills Evaluation Test (JAPAN) **November 2020**
- Preface Level in Food Manufacturing
Skills Evaluation Test (JAPAN) **February 2019**
- Outstanding Performance During
Quality Manager Audit (JOLLIBEE) **September 2014**
- Certificate of Bread and Pastry Production NC II **2012 - 2013**

Bachelor of Arts Major in Economics (UNDERGRADUATE)

Ligao Community College

2012 - 2015

Bread and Pastry Production NC II

Infotech Development System Colleges

2012 - 2013

SKILLS

- Sanitizing
- Production Control
- Communication Skills
- Customer Service
- Time management
- Kitchen Organization