

# MARLETTE GUINTO MANALOTO

✉ marlette\_020707@yahoo.com.ph

☎ +63 907.320.6245

📍 Sta. Cruz, Porac Pampanga, Philippines

## PROFILE

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A driven and responsible worker seeking a challenging job to also utilize knowledge, time management skills, and communication skills. Extremely adaptive and willing to go over and beyond making every step count, while displaying a positive work ethics.

## PROFESSIONAL EXPERIENCE

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May 2019- Present

Pampanga, Philippines

### BAKER AND CAKE DECORATOR

Vans Vins Bakeshop & Store \ Angeles City, Pampanga  
Part-time

- Preparing of ingredients
- Baking
- Assemble& decoration Cakes

May 2019- Present

Pampanga, Philippines

### BAKER AND CAKE DECORATOR

Owner/Home Baker \ Porac, Pampanga

- Owner/home baker
- Preparing of ingredients
- Baking
- Assemble& decoration Cakes

April 2007- Jun 2018

Pampanga, Philippines

### OFFICE SECRETARY

Timbol Roman Manaloto Accounting & Tax Consultancy Co.

- Preparing and posting monthly benefits for the employees of our clients
- Bank transactions

Aug 2004-March 2007

Pampanga, Philippines

### FOOD ATTENDANT/SERVER

M.P. Dayrit's Catering Services \ Angeles City, Pampanga

- Preparing & storing food before and during events
- Helping setting up tables, food servers and etc.
- Serving food to guest at events

## SKILLS

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- Multi-tasking
- Teamwork
- Attention to Detail
- Time Management
- Customer service skills
- Can work independently
- Baking
- Effective Communication
- Strong work ethics

## EDUCATION

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- Holy Angel University (Unfinished) \ Sto. Rosario, Angeles City, Pampanga
- High School Diploma-2000 \ Narciso School Inc. \ Angeles City, Pampanga