

ARLENE D. BAUTISTA

Contact Number: +639777838104

Email Address: arlenebautista1986@gmail.com

PERSONAL PROFILE

- Excellent team player who has the initiative and self-drive to continuously improve and learn new processes
- Excellent Time Management Skills
- Physical ability to complete job duties that require long periods of standing
- Awareness of health and safety procedures.
- Ability to follow directions accurately
- Demonstrated excellent analytical, critical thinking, decision-making, and problem-solving skills
- Highly efficient organizational skills to adjust to workloads
- Skilled in multitasking and in working in a fast pace, unceasingly evolving environment

WORK EXPERIENCE

Kitchen Helper/ Food Server

Kambingan sa Bicol Express 2006- Present

- Take orders from customers
- Wash work tables, cupboards, and appliances
- Remove trash and clean kitchen garbage containers
- Clean, peel, slice and trim foodstuffs using manual and electric appliances
- Use different kitchen types of equipment like grill, and oven, to prepare food
- Tasked to apportion, assemble, and wrap food or place it directly on plates for customers, and package take-out food
- Supervise waste disposal
- Serve customers at counters or tables
- Sweep and mop floors, and perform other duties

Perform other duties such as scraping and stacking dishes, carrying linen to and from laundry area, and running errands.

Environmental Management Staff/ Safety Officer 2017 - present

JAE Philippines, Gateway Business Park, Javalera, General Trias, Cavite, Philippines

- Develop and maintain a filing system
- Organize and schedule appointments.
- Plan meetings and take detailed minutes.
- Answer and direct phone calls
- Implement and promote occupational safety and health programs in the workplace.
- Increased employees' awareness of safety standards required.
- Perform Environmental Management System (ISO14001) company internal audit.
- Assess Environmental Management System (ISO14001) of our supplier.

Quality Control Inspector/ Inspect Parts Products and Finish Goods Product, 2006-2017

JAE Philippines, Gateway Business Park, Javalera, General Trias, Cavite, Philippines

- Reading blueprints and specifications to ensure that operations meet production standards
- Inspecting and testing the materials and equipment produced by a company
- Accepting or rejecting finished products and discussing inspection results with the production team
- Performing inspections at random to assess product quality
- Operate various machines, complete work orders in a timely accurate fashion, inspect parts & keep the work area clean.
- Inspect and identify flaws and defects in production material before sending it through to the assembly process.

EDUCATION AND TRAINING

- Internal Auditor Training Course (IATF16949:2016/ISO9011:2011) 2017
- ISO 9001:2015 Awareness with Risk Management Training 2017
- IATF 16949:2016 Awareness Training Course 2017
- Basic Fire Fighting Course 2017
- 5S Foundation Course 2018
- 5S Internal Audit Course 2018
- ISO 14001:2015 Environmental Management System Awareness Training Course 2018
- Measurement System Analysis for Automotive Quality Management System 2018
- Hazard Communication and Chemical Spill Response Training 2019
- Hazard Identification, Risk Assessment and Determining Controls Seminar 2019
- Imus Computer College, Information Technology, Major in Computer Secretarial 2004

CHARACTER REFERENCE

Upon request