

# LEA DIANA FRANCISCO

## FARMER

### CONTACT

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### SKILLS

- Clerical Support
- Written Communication
- Critical Thinking
- Self-Motivated
- Multitasking abilities
- Teamwork and Collaboration
- Decision-Making
- Planning and Coordination
- Cultural awareness
- Flexible and Adoptable
- Analytical and Critical Thinking

### PROFILE

Reliable employee seeking Farmer position. Offering excellent communication and good judgement. To seek and maintain full-time position that offers professional challenges, utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate, successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

### WORK EXPERIENCE

#### Baker / Cook

*Own Shop, Pasig Metro Manila* 2015-02 - up to Present

- Packaged and Labeled baked goods with accurate descriptions and ingredients.
- Established merchandising, sales and profit objectives to drive business success.
- Cut, peeled and prepped seasonal fruit for pie fillings.
- Complied with health and safety codes to protect staff and customers.
- Resolved customer concerns with positive approach and constructive strategies.
- Mixed icing and other toppings by reading recipes, scaling and measuring ingredients and operating mixer.
- Established and maintained positive vendor relationships.
- Cleaned and maintained kitchen equipment and oven.
- Baked consistent quality items in accordance with standards of quality, quantity control, taste and presentation.
- Replenished and rotated food items, following correct food cooling and storage procedures.

#### Online Seller

*LeFazione.ph, Pasig City, Metro Manila* 2014-02 - up to Present

- Built professional and trusting relationships with key customers and leveraged existing relationships via social media.
- Developed strategic online and offline partnerships to support fulfillment and direct sales programs.
- Delivered market feedback to company leadership to generate product development ideas.
- Created clear, precise and properly detailed product and service information on company website.
- Identified, engaged and developed vendor programs to established new product lines.
- Developed and executed online strategies for leads, sales and pricing to generate revenue.
- Uploaded digital media to online storefront, auction sites or other shopping Web sites for advertising purposes.
- Uses coordination and planning skills to achieve results according to schedule.

## EDUCATION

### Bread and Pastry Production NC II

*B and B Academy for Skills Training  
Assesment Inc. - Pasig City*  
2022-10 - Current

### Bachelor of Arts In Psychology

*AMA University - Quezon City*  
2018-06 - Current

### Cookery NC II

*Philippine Academy for Technical  
Vocational Skills - Marikina City*  
2021-10 - 2021-11

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## LANGUAGES

English



Tagalog



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## CERTIFICATIONS

Cookery  
2021-10

Bread and Pastry Production  
2023-01-20

## Online English Tutor

*Korean School, Pasig City, Metro Manila*

2011-06 - 2011-12

- Interacted positively with individuals from different backgrounds, all levels of language experience and with variety of learning disabilities.
- Communicated grammar rules clearly in easiest forms without overwhelming students.
- Planned and organized lesson plans to meet changing deadlines and requirements.

## Farmer

*Mattsville Integrated Farm Corp.*

2019-04 - 2021-05

- Handled daily farm operations including the planting, cultivating, and processing of fruit and vegetable crops.
- Maintained farm machines and prepared soil for different processes.
- Handled the weeding, thinning, and pruning of crops.
- Exhibited an unwavering work ethic and a commitment to team effort.

## Model

*Twinstar Agency, Cubao, Quezon City*

2011-01 - 2011-06

- Modern garments such as dresses, coats, underclothing and swimwear.
- Upheld Number audition and cold-call success rate by adhering to feedback and constructive criticism.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Developed and maintained courteous and effective working relationships.

## Inventory Clerk

*Savemore Telecom, Los Baños Laguna*

2010-06 - 2010-12

- Maintained strong vendor connections by arranging pricing and delivery structures and managing specific managing specific shipment or paperwork concerns.
- Evaluated incoming shipments for quality issues and processed unacceptable materials for return.
- Recorded information, shortages and discrepancies to keep records current and accurate.
- Completed physical inventory counts each month.
- Kept up-to-date on store, shelf and order availability of Type products.
- Maintained inventory count, tracked usage and documented variances.
- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery
- Verified incoming products and checked delivery totals to keep system records current and accurate.
- Marked stock items with identification tags, stamps, electric making tools, or other labeling equipment.
- Reviewed and analyzed forecast data to determine and address inventory needs.
- Completed scheduled inventory counts and supply audits to track shrinkage and inform purchasing decisions.