

## CONTACT

### JANET G. SANCHEZ

✉ saunachi.janetzki30@gmail.com

☎ +639167879866

📍 424 Calle Onse St. Pulo San Rafael Bulacan



## WORK EXPERIENCES

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*August 26, 2022 - Present*

- **Decorator/baker**

Randy's Donuts PH/Taguig City

- bakes donuts to be distributed in different stores
- Prepares donut glazes and components from scratch.
- Decorate and tray up donuts.
- Keep the donut area clean and stocked. Maintain a clean and tidy workstation
- Responsible for the preparation, decoration, and storage of all ring, shell, and cake doughnuts at our Commissary.

*November 2, 2021 - February 22, 2022*

- **Customer Service Representative**

Afni Philippines /Commonwealth Quezon City

- Responsible for managing various customer issues and transactions
- Supports customers by providing helpful information, answering questions, and responding to complaints.
- In-charged in dealing with and resolving customer escalations while maintaining a strong relationship with the customer.

*September 2019 - April 2021*

- **Food Counter Attendant**

Tim Hortons-Taguig

- Preparing coffee and food orders
- Entering sales into cash register and collecting/processing payment-
- Simple food preparation
- Providing great customer service.

*March 2017 - April 2019*

- **Machine Operator/Visual Inspector**

Yoketan Corporation/ Taichung Taiwan

- Setup the production equipment and supplies before executing the job orders. Operate equipment safely and effectively for production processing.
- Read and interpret acceptable standards and quality requirements. Inspects and approves incoming materials by confirming specifications, conducting visual and measurement tests, and rejecting and returning unacceptable output.

*September 2015 - January 2017*

- **Customer Service Representative**

Alorica / Sta. Mesa Manila

- Verifies account, assist with their orders provide helpful information about online shopping placing an order, requesting for refund, checking status of order etc.

*April 2015 - July 2015*

- **Production Operator**

Amkor Technology Philippines /Biñan Laguna

- Conduct visual inspection to verify fine detail work. Package product per specification. Perform accurate computer transactions within ERP system and other

databases. Document and report inspection findings and results.

*July 2014 - January  
2015*

- **Production Operator/Lathe Machinist**  
Nidec Precision Philippines/Biñan Laguna

-Operates lathe machine a machining tool that is used primarily for shaping metal or wood. It works by rotating the workpiece around a stationary cutting tool. The main use is to remove unwanted parts of the material, leaving behind a nicely shaped workpiece

*May 2013 - April  
2014*

- **Production Operator**  
GF Micro Optics Philippines/ Biñan Laguna

-Visual inspection,prepared and assemble spliter box including splicing iptical fiber and testing,shipping

*June 2012 - February  
2013*

- **Production Operator**  
SANRITSU Great International Corp.

-Parts checker and spillage sorter,checks incoming parts and encodes it to the data base before issuance to production.collects parts spillage from machine and make report on how much is being rejected and ifentify part which can be reworked.

## SEMINARS AND TRAININGS

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- On-the job training  
8 waves waterpark and Hotel  
Ulingao,San Rafael,Bulacan  
Housekeeping (300hrs)  
Position:Room Attendant  
Feb 8,2020- March 17,2020
- On-the-job training  
Uptown bar and grill  
Ulingao,San Rafael,Bulacan  
Food and Beverage (300hrs)  
Position:Server/line cook  
August 20,2019-October 20,2019
- Basic Barista Training  
MIHCA MANILA  
FEB. 24,2023
- Set Sail on a Culinary Career  
MIHCA MANDALUYONG  
March 3,2023
- Pasta Making Workshop  
MIHCA MANDALUYONG  
March 25,2023

## EDUCATION

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2020

- **Hotel and Restaurant Services**  
Bulacan Polytechnic College, San Rafael Bulacan

2007

- **High School**  
Alternative Learning System (ALS A&E Test)  
Passer

2003

- **Elementary**  
Sapang Pahalang Primary School  
Salutatorian

## SKILLS

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- -Basic computer background ( MS OFFICE - MS EXCEL, PowerPoint).
- -Product Packaging and Shipping
- -Soldering, PCB and Component Assembly
- -Visual Inspection/Quality Assurance Inspection using Microscope
- -Can follow directions with a minimal supervision
- -Ability to work in a long and standing position
- -Can operate lathe machine and CNC Machine
- -Equipment and machine maintenance
- -Material loading and unloading
- -positive attitude and dedication to work
- -baking cakes and pastries

## OBJECTIVE

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To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

## REFERENCE

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- Available upon request - ""



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