

# JEFFERSON BUSANO

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Performing Warehouse Associate looking for next career step in reputable company with solid expertise in production, shipping, and warehouse operations. Achieved through reducing inventory management procedures, improving workplace safety, and optimizing workflows.

## Skills

Human relations skills  
Team player  
Flexibility  
Attention to details  
Project Management  
Food running

Microsoft applications proficiency  
Order picking and processing  
Purchase order verification  
Warehouse Logistics  
Labeling and boxing  
Computer Competencies

Cash Handling  
Ordering procedures  
POS system experience  
Inventory Management  
Handheld Scanner

## Experience

OCT 2020 – PRESENT

### WAREHOUSE ASSOCIATE, AMWAY PHILIPPINES

- Reconciliation -Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.
- Processing of trip tickets- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
- File updating / Encoding- Updated daily logs with regular shift activities and incident details.
- Receiving of stocks- Placed incoming inventory in optimal storage locations to promote continued accuracy and easy retrieval.
- Fulfilment - Completed customer orders each day in warehouse setting.
- House Keeping- Inspected work areas for cleanliness and obstacles and removed cartons and boxes to keep work areas organized and hazard-free.
- Inventory Count- Completed daily cycle counts and quarterly inventories and resolved variances to maintain data accuracy.
- Checked packages and merchandise for damage and notified vendors.
- Resolved complaints by providing knowledgeable, quick service to meet any need and promote loyalty.
- Simplified shipping and receiving processes for improved workflow.
- Volunteered to assist with projects, demonstrating willingness to learn new tasks and increase skill levels.
- Consistently lifted materials weighing over 50 pounds.
- Answered customer questions and helped find specific items.

## **JUNE 2018 – NOVEMBER 2019**

### **INVENTORY / PRODUCTION CLERK/ BAKER, KRISPY KREME PHILIPPINES**

- Freshness Report- Alternated goods in inventory by observing first-in and first-out approach to keep shelves organized and properly stocked.
- Reconciliation -Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.
- Replenished sales floor merchandise and organized shelves, racks and bins for optimal appearance.
- Consistently lifted materials weighing over 55 pounds.
- Baking - Prepared all pastry items in accordance with standards of quality, quantity control, taste and presentation.
- Volunteered to assist with projects, demonstrating willingness to learn new tasks and increase skill levels.
- Maintained accurate inventory records to provide data for use in audits and completion of order requests
- Stayed current on stock management needs by diligently inspecting deliveries, replenishing shelves and updating storage to meet current demands.
- Production - Worked in production to improve efficiency. Mixed dough, scaled breads and cakes, fried doughnuts and performed baking duties.
- Organized work to meet demanding production goals.
- Supported production needs by performing routine tasks using standard procedures and equipment.
- Assembled products according to changing daily work orders and specific customer needs.
- Calibrated machines to maintain required productivity levels and adherence to quality standards.

## **DECEMBER 2017 – JUNE 2018**

### **BAKERY ASSOCIATE, CINNABON PHILIPPINES**

- Mixed dough, scaled breads and performed baking duties.
- Helped customers locate ideal menu items by listening to needs and recommending specific products or services.
- Packaged customer purchases with care and strong organizational skills to facilitate easy carrying and prevent product shifting.
- Cashiering - Kept cash drawer accurate with appropriate change and small bills to meet customer needs.
- Assisted bakers with procuring necessary ingredients from inventory area during high-volume periods with demanding order levels.
- Prepared all baked items in accordance with standards of quality, quantity control, taste and presentation.
- Volunteered for extra shifts during holidays and other busy periods to alleviate staffing shortages.
- Efficiently loaded and unloaded dishwashers, cleaning by hand large pots and baking pans used often by production staff.
- Moved items from main storage areas to easily accessible small fridge, freezers and containers to support staff efficiency.

## **Education**

**Bachelor of Science in Hotel and Restaurant Management**

**Lourdes College Cagayan de Oro City, Philippines**

**March 2018**

## **Awards & Certificate**

**Achievers Award 2021 – Given to newly hired employees who performed in the workplace**

**Community Initiators of the Year 2022 Certificate – Rendering his volunteer services**

**Information Security Certificate 2022**

