

Unit 246 17120 86 AVE. Northwest Edmonton Alberta T5T 0J2
☎ +1 587-335-0714
E-mail : wensor.aguinaldo06@gmail.com

WENSOR A. AGUINALDO

Objective To be able to utilize my skills in a growth oriented company where contribution of organizational objective will provide opportunity for career advancement.

Experience

February - July 2012 (**Service Crew**)

Wendy's Hamburgers

318-A, Cyberzone, 3rd Floor, SM City Fairview, Quirino Highway corner Regalado Avenue, Barangay Greater Lagro, Novaliches, Quezon City, Metro Manila, Philippines

Specific Duties and Responsibilities

- Greet customers in a friendly and courteous manner, taking orders accurately and efficiently
- Prepare food item according to company standards, including burgers, sandwiches, salads, fries, and other menu items.
- Maintain Cleanliness of the restaurant, including dining area, restrooms, kitchen, and equipment
- Stock supplies, such as napkins, condiments, and other items needed for customer service
- Follow all safety and sanitation guidelines when handling food and beverages
- Assist with opening and closing duties, such as cleaning and restocking
- Ensure that all products are prepared correctly and served in a timely manner

August 6, 2012-Up to Present (**Data Encoder/Analyst**)

Innovative Options Service Cooperative (**IOSC**)

Boni Ave. Mandaluyong, Philippines

Specific Duties and Responsibilities

- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Processes customer and account source documents by data for deficiencies;

resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution

- Maintain data entry requirements by following data program techniques and procedures.
- Sorting of Materials.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both system when account information is incomplete; purging files to eliminate duplication of data.

SKILLS AND STRENGTH

- Knowledgeable in using Microsoft Word and Microsoft Excel.
- Able to work with minimum supervision.
- Have strong tolerance to work pressure, very trustworthy and hard working.

Education

2009 – 2011 INTERNATIONAL ELECTRONICS AND TECHNICAL INSTITUTE
IETI MARIKINA
BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSIT)
UNDERGRADUATE

Availability

Day: Monday-Sunday

Time: Anytime