

**JASTIN R. SORIANO**

307 Lodovico St. Brgy. Bucao

Manaoag, Pangasinan 2430

Contact # +63948-198-3511

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**Position Desired**

Any entry level position that provides opportunities to use my skills and experiences.

**Career Objectives:**

To use my skills to promote efficient and quality service and to seek professional growth and advancement.

**Work Experiences:**

**COMPANY: Rael Kitz Corporation**

**POSITION: H.R Field Personnel**

**DATE: May 2022 – Present**

JOB DISCRIPTION

- Checking all the requirements needed by the Department of Labor and Employment.
- Checking all the documents of the employees.
- Discussing a Safety Briefing for employees' workplace.
- Encode employee's information in Portal.
- Checking the station by doing a Standard Compliance Audit in every station.
- Visiting and checking the standard operations of every gas station in the assigned area.

**COMPANY: Water Station Manager**

**POSITION: Operation Supervisor**

**DATE: March 2020 – April 2022**

JOB DISCRIPTION

- Maintain the water station premises in a neat and organised manner.
- Supervise the work of employees and provide feedback and counsel to improve efficiency and effectiveness.
- Perform quality controls and monitor production.
- Marketing
- Implement best operation practices to promote continues improvement, innovation, and excellent customer service.
- Maintain a safe and healthy work environment by establishing, following, and enforcing standards and procedure, complying with legal regulations.
- Examine/Audit financial data and use them to improve profitability.

- Maintain inventory controls of materials/items
- Performs other duties assigned.
- Deliver 18.9L bottled water in an efficient and timely manner in a delivery vehicle.
- Prepare delivery slips, collecting payment and returning all paperwork to the office.
- Handle customer issues, complaints, and problems in a courteous and prompts manner while exhibiting an overall customer- focused style or service.
- Follow all safety protocols and business regulations.
- Maintain company vehicle and equipment (e.g. change tire, oil change, flushing fluids, replacing brake pads etc)

**COMPANY: AUOptronics**

**POSITION: Factory worker (Quality Control Personnel/Technician)**

**DATE: April 2018 – February 2020**

**JOB DISCRIPTION**

- Pre shipment inspection
- Video inspection
- Ethical audit
- Manufacturing audit
- Electronic inspection
- Packaging inspection
- Lab testing and certifications

**COMPANY: Gerry's Grill Restaurant & Bar**

**POSITION: Substitute Assist /Stockman**

**DATE: Sept. 2016 - Feb.2018**

**JOB DISCRIPTION**

- Assist the dietary department with preparation of meals.
- Load food carts when necessary.
- Aid in preparation of vegetables and fruits for dinner and supper meals.
- Make only authorized substitutions.
- Clean worktables, meat blocks, refrigerators, freezers, and other appliances as assigned.
- Work with other cooks and cook assistants in the progress of daily food preparation.
- Sort and clean vegetables as they are brought in for storage.
- Store leftovers as instructed.
- Maintain clean work area, utensils, tools, and equipment in a clean and sanitary condition.
- Perform other kitchen duties as directed, such as but not limited to cleaning and preparation of foods, cleaning appliances, tables, containers, and tools. • Help in dining rooms or dish rooms when needed • Prepare salads as directed.
- Make sure all ingredients are properly cleaned, prepared, and stored.
- May be called upon to help with deliveries when needed.

- Use proper handwashing techniques, and when/as often as required by state and federal regulations and home policy.
- Follow all safety, security, exposure control and hazardous waste policies and procedures.
- Cooperate in preparing dishes, utensils, pot, and pans for washing as needed.
- Properly date and store food items in refrigerator.
- Follow proper procedures in ordering and/or stocking dairy products, beverages, condiments, and special food requests.
- Work effectively and cooperatively as a team member within Department and with all departments or other disciplines.
- Meet established attendance standards and must be able to work holidays and weekends as assigned.
- Verify if the stock is rotated
- Receive, inspect, and count stock for damage, spoilage, or missing items
- Record inventory in the store's system
- Label items with identification tags
- Maintain the orderliness of the store's stockroom and keep shelves filled
- Process purchase orders, (kitchen and dining needs)
- Pack and unpack merchandise received in the store

## **Educational Background**

Tertiary level - University of the Cordilleras  
Bachelor's Degree in Psychology June 2012 - April 2015

Secondary Level - San Jacinto National High School,  
San Jacinto Pangasinan June 2009 - March 2012

Primary Level - West Central Elementary School,  
San Jacinto Pangasinan June 2004 - March 2009

## **Seminars Attended:**

- Drug Prevention (2010)
- Basics of Facilitation (2013)
- Kailanganmo BATO? (2014)
- 2013 Young Adult Fertility and Sexuality Study (YAFSS) (2014)
- Dealing with Difficult People (2014)
- Understanding Difficult People and the Different Personality Disorder (2014)
- "Discover. Change. Celebrate!" (2014)
- "Industrial/Organizational Psychology" (2015)
- "Abnormal Psychology" (2015)
- "Theories of Personality" (2015)
- "Psychological Assessment" (2015)

## Personal Information

Birth Date : September 7, 1995  
Birth Place : Bucao, Manaoag, Pangasinan  
Age : 27  
Sex : Male  
Civil Status : Married  
Citizenship : Filipino  
Language : Tagalog, English  
Special Skill : Good communication skill, Computer Literate (Microsoft Word, Microsoft, Power Point), dancing/ choreographer

## Character Reference:

Mr. Joey V. Bustria H.R Field Personnel	RaelKitz Corporation +63960-815-3232	joeybustria12@gmail.com
Mr. Rodrigo Dumasco Jr.	RaelKitz Corporation Station Manager	tayug1@station.centrumfuel.com +639675284358
Ricel Avellano Assistant Manager	Gerry's Grill, Calasio Branch +63997376639	avellanoricel@yahoo.com

***I hereby certify that the above data are true and complete to the best of my knowledge***

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JASTIN R. SORIANO  
**(Applicant)**