

JECIELLE M. MANGOBA

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Dedicated and professional banana picker and sorter with two years of hands-on experience in the agriculture field. Strong attention to detail and dedication to maintaining workplace hygiene and safety standards. Capable of working in a variety of weather situations and coordinating successfully with a team to maximize output. Seeking to harness expertise in delivering high-quality banana goods for a recognized agriculture firm.

SKILLS

Customer relations and communications
Multi-line phone proficiency
Handling raw materials
General housekeeping
Worksite safety
Production deadline management
Flexible and Adaptable
Scheduling and calendar management
Administrative support

PROFESSIONAL HISTORY

2023-09 - 2023-11

VIRTUAL ASSISTANT

Focus Insurance, United States of America

- Providing administrative assistance, such as managing emails, organizing appointments, and processing letters.
- Managing schedules, setting reminders, and coordinating appointments and meetings.
- Managing and updating social media profiles, scheduling postings, and interacting with online community.
- Managing and responding to emails, filtering communications, and prioritizing communication.
- Maintaining stringent confidentiality and data security when dealing with sensitive information.
- Coordination and tracking of tasks, deadlines, and project-related activities.

2021-02 - 2023-06

FACTORY WORKER

Duyo Banana Factory Inc., Nanyo, Panabo City, Davao Del Norte Philippines

- Using necessary tools and procedures, picking ripe bananas from banana plants or trees on farm.
- Sorting gathered bananas depending on size, quality, and maturity. This entails sorting broken or unripe bananas from those fit for sale.
- Inspecting bananas for blemishes, bruising, and other flaws, and ensuring that only high-quality fruits are sold
- Following safety standards, such as wearing protective equipment and tools, to avoid injuries and accidents when working on plantation.
- Keeping track of the amount of bananas picked or sorted for tracking and reporting purposes.
- Collaborating with other workers and managers to efficiently manage banana harvesting and sorting process.

EDUCATION

2014 - 2019

Bachelor in Medical Laboratory Science

University of Pangasinan
Dagupan, Pangasinan, Philippines
Undergraduate

CERTIFICATIONS

2019-04

Biological Safety Awareness Seminar
Dagupan City Water District
Dagupan City, Philippines