

# Meera Kaela L. Flores

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## Objective:

I am seeking to be part of a reputable and dynamic organization that can help further improve, develop, and expand my knowledge, skills and experience in the Healthcare Industry. I am looking for a role that would empower my kind-hearted nature and affinity in taking care of others and developing human relationships.

## Work Experience:

### Production Supervisor - Quezon City

#### Revitaglow Corp.

*July 2019 – June 2023*

- Strictly monitor and implement company rules and regulations regarding quality control and operational safety.
- During production, pack, weigh, and label completed items for inventory or shipment.
- Assist in the use of hand tools and materials in packaging finished goods.
- Identify defective products and dispose properly.
- Maintain inventory of all finished products, raw materials and other items that are stored in the warehouse or for delivery.
- Ensure a clean and safe work area.

### Branch Administrative Officer - San Juan

#### The Express Guy

*May 2018 – February 2019*

- Encode all data needed for documentation and shipping of delivery packages.
- Organize, collate and store all soft and hard files of shipping receipts and/or invoices.
- Ensure all encoded data and records are properly maintained and saved to database.
- Set delivery schedules and assigned company couriers to their delivery tasks for the day.
- Log of delivery in-progress, completed deliveries, and/or delivery issues.
- Perform any other office related task that management requires assistance with (sending emails, answering phones, etc.)

## On the Job Training:

- 100 Hours of Training at KKOTTONGNAE Philippines Inc. Taguig City June 28 – July 6, 2023
- 100 Hours of Training at Teresa Orsini Home (Elderly Residential Care) Muntinlupa City June 13 – 20, 2023
- 415 Hours of Training at Vivere Hotels & Resorts, Muntinlupa City Assigned at Banquet Service Department December 7, 2017 - February 16, 2018
- 40 hours of Training at SALCI APSAC, Pasay City November 20 - 24, 2017
- 265 Hours of Training at Philippine Airlines, Pasay City August - October 2017
- 40 Hours of Training at SALCI BPSAC, Pasay City July 24 - August 24, 2017

## Education:

### Bachelor of Science in Tourism Management Major in Airline Operations

PATTS College of Aeronautics

Paranaque City

*April 5, 2018*

## Training Certificate:

### Caregiving

Saint Bernadette College of Alabang

- Caregiving National Certificate II

*Valid until: June 5, 2028*

## Skills and Competencies:

- Trained in professional care of the elderly.
- Keen attention to details and strong time awareness to complete tasks properly and on time.
- Knowledge of following instructions and learn new technique.
- Able to stand for extended periods of time.
- Have strong process orientation and good organizational skills with keen attention to details.