MYLIN M. PEREZ

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Career Objective: To work for a reputable company that would allow me to further develop and perfect my skills, enhance my knowledge, and contribute fully, using competencies and expertise gained from my work experience.

EXPERIENCE

OCTOBER 2023 – JANUARY 2024
PRODUCTION CLERK
COOK IT, GRIFFITH ST., SAINT LAURENT QUEBEC, H4T 4L6
PACKAGING PREPARATION | QUALITY ASSURANCE | PRODUCT INSPECTION | TEAM COLLABORATION | PRODUCT INSPECTION | INVENTORY MANAGEMENT | EFFICIENCY AND
SPEED | LABELING AND DOCUMENTATION | HYGIENE AND SANITATION | CLEANLINESS AND ORGANIZATION | EQUIPMENT OPERATION

OCTOBER 2022 – SEPTEMBER 2023
COOK, BANH MI 79 SAINT LAURENT, MONTREAL, QUEBEC
FOOD PREPARATION | QUALITY CONTROL | PRODUCT INSPECTION | MENU EXECUTION
TIMELY SERVICE | INGREDIENT HANDLING | TEAM COLLABORATION | ADAPTABILITY
RECIPE DEVELOPMENT | WASTE REDUCTION | EQUIPMENT MAINTENANCE | HYGIENE AND SAFETY

SEPTEMBER 2022 – OCTOBER 2022
PACKER, LA FERME QUINN-QUINN FARM, ILE PERROT, QUEBEC PACKAGING PREPARATION | QUALITY ASSURANCE | PRODUCT INSPECTION | TEAM COLLABORATION | PRODUCT INSPECTION | INVENTORY MANAGEMENT | EFFICIENCY AND
SPEED | LABELING AND DOCUMENTATION | HYGIENE AND SANITATION | CLEANLINESS AND ORGANIZATION | EQUIPMENT OPERATION

MAY 2007 – AUGUST 2020 (13 YEARS)
ADMINISTRATIVE OFFICER, H O NOVELOSO SURVEYING QUEZON CITY, PHILIPPINES
DATA ENTRY | INVENTORY AND SUPPLY MANAGEMENT | CUSTOMER SERVICE | COMMUNICATE WITH CLIENTS | UPDATE COMPANY DATABASE | PAYROLL AND TAXES | UPDATE POLICIES

2002 - 2005
SUPERVISOR, WAREHOUSE CELEBES CANNING CORPORATION SARANGGANI, PHILIPPINES
SUPERVISE OPERATIONS | ADMIN TASKS | DAILY REPORTS | PEOPLE MANAGEMENT | CUSTOMER SERVICE

EDUCATION

AUGUST 2022 – SEPTEMBER 2023
E-COMMERCE AND ONLINE BUSINESS MANAGEMENT, INSTITUT TREBAS INSTITUTE/TREBAS INSTITUTE MONTREAL, QUEBEC
Internship: Digital Marketing Specialist Banh Mi79

2002 - 2006
BACHELOR OF SCIENCE IN AGRICULTURE MAJOR IN ANIMAL SCIENCE,
PANGASINAN STATE UNIVERSITY, PHILIPPINES

2006
21 UNITS IN EDUCATION
PANGASINAN STATE UNIVERSITY, PHILIPPINES

SKILLS

- Document management
- Computer Proficiency
- Customer Service
- Resourcefulness
- Retail and Sales
- Computer skills
- Process A/R Payments and Deposits
- Leadership/Training Experience
- Communication and People Skills
- Email Marketing
- Data Analysis
- Microsoft Word
- PowerPoint
- Microsoft Excel
- Organizational skills
- E-banking and Finance
- Clerical and Data Entry
- Time management
- Administrative Skills
- QuickBooks
- Social Media Marketing
- SEO and SEM
- Writing