MELISSA GRACE Y. FERRER

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

July 2022 - Present

- **Erderly Care worker on call duty**
  Relatives / Family

Main duties and responsibilities of a care worker:

Providing personal care, including showering, baths, shaving and oral hygiene. Supporting people with mobility issues and transfers using appropriate equipment. Preparation of daily meals and support with feeding and hydration.

November 2019 - June 2020

- **Kitchen Production Staff / Crew**
  Mang Inasal Puso ng Baguio
  - Cleaning all dishes, work station, cooking equipment, and food storage area.
  - Sterile and sanitize all kitchen utensils.
  - Receiving, Storing, Organizing and distributing food and supply items to the satelite kitchen.
  - Keep food preparation areas clean.
  - Take Inventory of all products.
  - Portioning of products and Labeling.
  - Check the shelf life of products.
  - Preparing food production during my shift and assembling final product, while maintaining kitchen work areas and equipment are clean and orderly condition.

July 2018 - July 2019

- **Food Processing Worker**
  Torizen Foods Co. Ltd - Japan
  - Maintain a clean and sterile environment for food preparation, processing, storage and packing.
  - Store food in designated containers and storage areas to prevent spoilage.
  - Feed and unload processing machines.
  - Check products and packaging for basic quality defects.
  - Prepare a variety of foods according to customers' orders or supervisors' instructions, following approved procedures.
  - Ensure machines are kept in good working order, work to deadlines and follow safety guidelines.
  - Feeding raw materials into machinery, assembling goods on production lines, and monitoring the process.
  - Maintain a strict level of personal and work place hygiene.

May 2017 - January 2018

- **Kitchen Production Staff / Crew**
  Mang Inasal SM Baguio City
  - Cleaning all dishes, work station, cooking equipment, and food storage area.
  - Sterile and sanitize all kitchen utensils.
  - Receiving, Storing, Organizing and distributing food and supply items to the satelite kitchen.
  - Keep food preparation areas clean.
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October 2014 - May 2015

- **Kitchen, Dinning, Dish washer All around Crew**
  Dosilak Tepanyaki Kimchi Rice - Korean Restaurant
  - Maintain quality control for all good served.
  - Ensure customer satisfaction through promoting service; respond to customer complaints tactfully and professionally.
  - Responsible for presenting menus to patrons.
  - Takes order and answers questions on meal items, makes recommendations and served food / beverage to customers.

August 2013 - August 2014

- **House Keeper Staff - Accommodation Service Department**
  Sparta Monol International Education Institute

● Must complete tasks like vacuuming, sweeping, emptying trash cans, dusting shelves, cleaning windows, office, lobby, ceilling, wall, stairs and mopping floors.
● Responsible for cleaning and Reporting any safety hazards to the home owner or manager in charge.
● Make Guestroom beds, Change Guestroom and bathroom linen.
● Replenish Guest supplies.

June 2012 - July 2013

- **Promo/Merchandiser - Mens Underwear**
  Pure Gold Price Club and Tionsan Bazaar
  ● Maintain inventory of Products.
  ● Ensure that all customer queries are well handle.
  ● Responsible for greeting customers, Helping them find items in the store.

July 2011 - March 2012

- **Service Crew / Store Helper**
  Chings Fried Noodles
  ● Prepare and serve food, Process customer payments, and Provide customer service.

EDUCATION

2022

- **Medline International Training Institute**
  Caregiving Course
  Vocational Course total of 45 units

1997-2001

- **Manaoag National High School**
  Secondary Education Level
  Senior High School

SKILLS

- ● Enjoy practical work ● Good cummunication skills ● Multi tasking ● Physically demanding ● Standing for extended periods ● Attention to detail ● Able to cope with the physical demands of the jobs ● Fast Learner

ACHIEVEMENTS & AWARDS

- Certificate of Recognition As MOST INITIATIVE Crew excellent contribution and dedicated service.
- CAREGIVING NATIONAL CERTIFICATE II Technical Education and Skills Development Authority (TESDA)
- Certificate of Training Nihongo Language Training, Japanese Culture, Work Ethics and Values Orientation Under TESDA Certificate Program
- Issued by Supervising Organization Certificate of the Technical Intern Training Program Completion Under (JITCO) Technical Internship Program

LANGUAGES

- Japanese Language ● Write, read, listen and Speak Nihongo
- English Language ● Write, read, Speak English

REFERENCE

- **References Upon Request -**

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