

**MELISSA GRACE Y.
FERRER**

CONTACT



Victoria Village, Baguio City Philippines

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SKILLS

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

LANGUAGES

Japanese Language ● Write, read, listen and Speak Nihongo

English Language ● Write, read, Speak English

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

Mang Inasal Puso ng Baguio

November 2019 - June 2020

Kitchen Production Staff / Crew

- 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 satellite 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.

Torizen Foods Co. Ltd - Japan

July 2018 - July 2019

Food Processing Worker

- 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.

Mang Inasal SM Baguio City

May 2017 - January 2018

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Dosilak Tepanyaki Kimchi Rice - Korean Restaurant

October 2014 - May 2015

Kitchen, Dinning, Dish washer All around Crew

- 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.

Sparta Monol International Education Institute

August 2013 - August 2014

House Keeper Staff - Accommodation Service Department

- Must complete tasks like vacuuming, sweeping, emptying trash cans, dusting shelves, cleaning windows, office, lobby, ceiling, 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.

Pure Gold Price Club and Tionsan Bazaar

June 2012 - July 2013

Promo/Merchandiser - Mens Underwear

- Maintain inventory of Products.
- Ensure that all customer queries are well handle.
- Responsible for greeting customers, Helping them find items in the store.

Chings Fried Noodles

July 2011 - March 2012

Service Crew / Store Helper

- Prepare and serve food, Process customer payments, and Provide customer service.

EDUCATION

Medline International Training Institute

2022

Caregiving Course

Vocational Course total of 45 units

Manoag National High School

1997-2001

Secondary Education Level

Senior High School

REFERENCE

References Upon Request -



MELISSA GRACE Y. FERRER