
JHENY M. OLLETA

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Objective

To commit myself and to put my utmost talent and skills to every task that I'm going to perform and to the best of my capacity to apply all the skills and knowledge acquired. Intend to do quality for whatever work I may be assigned. For I believe that "Quality, Work, Honesty and Dedication" is the personal satisfaction of an individual. Aim to keep improving myself and continuously cultivate my skills/knowledge and gain additional experience.

Skills

- Patience and customer-oriented approach
- Ability to work in a fast-paced environment
- Strong analytical and problem-solving skills
- Strong attention to detail and quality control
- Ability to work independently and collaboratively
- Knowledge of food and beverage service and preparation
- Excellent communication skills and organizational skills
- Proficiency and skill sets in factory machinery and manufacturing equipment

Experience

- **CHUBU NIHON DENSHI CO Ltd. | Ikeda, Japan** Apr. 2022 - Present
Electronic Assembly/Operator
 - Assemble electronic components and solder PCB's and wires
 - Light mechanical assembly using manufacturing instructions
 - Reading work instructions
 - Building electro-mechanical parts
 - Follow written instructions and manufacturing process instructions including basic circuit diagrams and charts
 - Operate equipment in a manner to produce high quality product
 - Maintain a clean work area and ensure proper organization of the production line.
 - Visually check subassemblies and assemblies for completeness/correctness of previous operations and for foreign object debris
- **USHIO PHILIPPINES INC. | Cavite, Philippines** May. 2015 - Jan. 2018
Production Operator
 - Operate production equipment
 - Maintain the warehouse's machines
 - Assemble machinery parts
 - Meet the deadlines of individual production tasks during shift
 - Report on defective products or machinery
 - Check stock levels and report deficiencies in products or raw materials
 - Keep the worksite clean to avoid hazards from chemicals and fragile products
 - Review and follow manufacturing manuals to build machinery
 - Ensure shipping procedures are timely
 - Follow the company's safety and quality guidelines

- **Harada Philippines Inc. | Cavite, Philippines** Apr. 2014 - Apr. 2015
Production Operator
 - Ensuring the work station is clean at all time and free from any hazardous substances
 - Assembling raw materials required for production
 - Finalizing on the finished products
 - Operating and maintaining production equipment/machinery
 - Checking for any defects in the production equipment and rectifying any minor ones
 - Follow production instructions, whether written or verbal
 - Completing monthly/yearly production targets set by the Production Planner
 - Inspecting the finished products for quality control

- **McDonalds Donedeal Corp. | Cavite, Philippines** Jul. 2013 - Apr. 2014
Service Crew/Cashier
 - Prepare and cook food items according to recipes and standards.
 - Serve food and drinks to customers in a timely and courteous manner.
 - Take orders and process payments using the point of sale system.
 - Maintain cleanliness and hygiene of the kitchen, dining area, and equipment.
 - Stock and replenish inventory and supplies as needed.
 - Follow food safety and sanitation guidelines and procedures.
 - Resolve customer complaints and issues in a professional way.
 - Communicate and cooperate with other staff members and managers.

Education

- **Governor Ferrer Memorial National High** 2009-2013
Secondary
Graduate