

GLENDA GAVIA MABELEN

Address: Brgy. Matalinting Sta. Maria Laguna
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OBJECTIVE

To contribute my ability in the development of the company and to render services to the best that I can. To continuously gain experiences by working with other people and to develop personal and professional growth thereby be an asset of the company.

QUALIFICATIONS

- A success-driven, proactive, results oriented and multi-task employee.
- Excellent in farm tools and equipment management functions.
- Ability to solve problem, effective decision making and time management skills.
- Committed to maintain quality of work, dynamic and vibrant personality and can work under time pressure and minimal supervision.
- Good and strong communication skills in dealing with customers.

Other Technical skills:

- Familiar with Microsoft office functions.
- Bookkeeping.

PERSONAL PROFILE

- **BIRTHDAY:** October 15, 1992
- **BIRTHPLACE:** Tanay Rizal, Philippines
- **AGE** 31 y/o
- **CIVIL STATUS:** Married
- **Nationality:** Filipino
- **LANGUAGE** English & Tagalog

HIGHEST EDUCATIONAL ATTAINMENT

BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT

Siniloan Laguna, Philippines
LAGUNA STATE POLYTECHNIC UNIVERSITY
June 2008-April 2012

WORK EXPERIENCES

PIG FARMER (Backyard Piggery)

Matalinting Santa Maria Laguna, Philippines
January 30, 2023 - present

Duties:

- Distributing food to pigs.
- Observe hogs for any signs of illness and giving medications if necessary.
- Assist in other breeding duties and pigs giving birth.
- Checking for facility maintenance, proper ventilation, and temperature conditions.
- Assists in backyard slaughtering.

FARM WORKER/ADMIN ASSISTANT

Onesimo Farm, Onesimo Foundation Inc.
Tandang Sora Quezon City, Philippines
February 10, 2020-January 16, 2023

Duties:

- Participated in the harvesting and packaging of crops for sale in local market or network.
- Responsible in purchasing farm tools and equipment.
- Responsible in farm tools and equipment inventory.
- Secures farm administrative works and ensure all the required documents are properly acquired.
- Supports the Farm Manager and responsible for bookkeeping.

SALES ASSOCIATE (temporary)

International Engineers (Phil.), Inc.
Gil Puyat, Makati City, Philippines
January 11, 2019 – April 11, 2019

Duties:

- Assist in answering customer queries and requests.
- Creating purchase order and assist the Sales Manager in executing excellent services to the customer.
- Collaborate with coworkers to achieve sales goals.
- Represent the company with professionalism and enthusiasm.

SALES CUM CASHIER

Katrina Sweets and Confectionery Branch
Dubai, United Arab Emirates
June 26, 2014 – June 27, 2018

Duties:

- Welcome customers to the store and provides excellent sales service.
- Actively accepting orders from customers and discuss available options.
- Process POS (point of sale) purchases.
- Team up with co-workers provide high level of customer satisfaction.

CASHIER/ADMIN CREW

Jollibee Foods Corporation
Los Baños Laguna, Philippines
December 3, 2012 – April 28, 2013

Duties:

- Welcome customers to the store and answer queries.
- Actively taking out orders from customers and discuss available options.
- Process POS (point of sale) purchases.
- Team up with co-workers to ensure proper and excellent customer service.

TRAININGS ATTENDED

- **TESDA**
Slaughtering Operations (SWINE) NC II
D’Rising Sun Training Center Phils. Inc.
Marikina City, Philippines
June 10, 2022 – July 20, 2022

CHARACTER REFERENCES

Mr. Alexis Sabile

Slaughtering Operations Trainor
D’Rising Sun Training Center Phils. Inc.
Marikina City, Philippines
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Ms. Hazel Jan F. Sarol

Onesimo Farm Manager (Mataling-ting)
Onesimo Foundation, Inc.,
Tandang Sora Quezon City, Philippines
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Ms. Sunitta Varghese

Human Resouce Manager
Katrina Sweets and Confectionery
Dubai, United Arab Emirates
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Ma. Christina P. Tolentino

Jollibee Los Baños Manager
Jollibee Foods Corporation
Los Baños Laguna, Philippines
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Glenda Gavia Mabelen
APPLICANT