

EVANGELYN C. ROTA



OBJECTIVE

To provide excellent service in both customer and production related industries.

Be able to apply all knowledge and skills gained from long term experiences acquired in previous work environment

CONTACT

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East Villas Subdivision Bacolod City,
Negros Occidental Philippines

EDUCATION

Carlos Hilado Memorial State University
Bacolod City, Philippines
College Undergraduate

KEY SKILLS

- Can work under pressure
- Strong work ethic
- Can work with minimum supervision
- Computer Literate
- Good English communication
- Highly motivated
- Fast learner
- Approachable and reliable
- Have an eye for details

WORK EXPERIENCE

FOOD AND BEVERAGE MANUFACTURING

KURAICHI CO. LTD., KUMAGAYA-SHI GUNMA, JAPAN

June 20, 2023- Present

- Take chocolate from the box and place it on top of the table.
- Check the chocolate if there is a crack, pick up the crack and put it in the trash bin.
- Inspect the chocolate for any quality issues.
- Arranged approved chocolate into the machine to place it on the tray.
- The machine itself puts the cover plastic on the chocolate and then the finished product goes through quality control inspection for any damage or rejects.
- Once product is completed, it will then be boxed for the storage.
- Box will then be sealed, marked with label and barcode, then prepare for transport.
- Cleans and maintains factory and industrial equipment, machineries and tools.
- Cleans floors, walls around machinery and elsewhere in the facility as assigned.
- Preparing and operating machines to process and package products.
- Take candies from the box and place it on top of the table.
- Check the candies if there is a crack, pick up the crack and put it in the bowl.
- Inspect the candies for any quality issues.
- Arranging approved candies that leads to the machine.
- It will then be sealed via sealer machine then goes through quality control inspection for any damage or rejects.
- Approved packages will then be ready for storage.
- The finish product is packed in six pieces per box manually.
- Box will then be sealed, marked with label and barcode, then prepare for transport.
- Cleans and sanitizes equipment, machineries and work areas.

Fish Processing Worker

West Japan Foods Co. Ltd., Nagasaki, Japan

January 15, 2020 - April 30, 2023

- Sorts and inspects fish products for size and quality
- Cutting, cleaning, trimming, filleting fish prior to marketing
- Removing scales and unwanted parts with a knife, tweezers, scissors, and other cutting tools
- Preparing and operating machines to process and package fish products
- Ensuring quality assurance by checking packages and products for defects
- Counts and packs prepared seafood for freezing
- Packs frozen seafood blocks into cartons after freezing, in order to prepare stock for dispatch.
- Loads packaged products into trucks.
- Cleans and sanitizes equipment, machineries, and work areas
- Cleans and maintains factory and industrial equipment, machineries, and tools
- Cleans floors, walls around machinery and elsewhere in the facility as assigned
- Performs other basic janitorial services to ensure the facility is clean and safe; tasks may include picking up trash, emptying receptacles, and stocking restrooms in the facility as required

WORK EXPERIENCE

Fish Processing Worker

West Japan Foods Co. Ltd., Nagasaki, Japan

September 22, 2016 - September 22, 2019

- Sorting, cleaning, cutting, trimming, filleting of fish
- Arranging fish fillets in a conveyor that leads to flour coating, battering, and panko (bread crumbs) coating machines.
- Inspect the coated fillets for any quality issues.
- Arrange approved coated fillets in a conveyor that leads to tunnel freezer for freezing process.
- Once products are completed with the freezing process, it will then be boxed for storage.
- Boxed products will then be repackaged in a pouch with designated pieces per pack.
- Packed frozen fillets will then be sealed via sealer machine manually then goes through quality control inspection for any damage or rejects.
- Approved packages will then be ready for storage.
- Box will then be sealed, marked with label and barcode, then prepare for transport.

Fastfood Crew Member

Jollibee Bacolod City, Philippines

October 2010 - August 2014

- Perform food production duties or serve customers at the cashregister following standard operating procedures.
 - Ensure operations excellence by adhering to the systems and standards of the store.
 - Maintain a clean and organized workstation and ensures a clean guest area.
 - Assist in the delivery and monitoring of quality products by checking product shelf-life, product temperature, equipment assembly, and temperaturesetting.
 - Operate equipment following standard procedures, assists in some preventive maintenance and repairs in the work area to ensure continuity and efficiency of use.
 - Understand, follow and practice adherence to company policies, workplace safety standards, First In-First Out (FIFO) stock rotation, follows and promotes Food Safety practices, cleanliness and sanitation, and good housekeeping practices.
 - Report workplace problems and concerns (i.e. damaged or spoiled fooditems) to the supervisor on duty. Takes instructions and follows identified interim, preventive, and contingent actions set by the store management team.
 - Assist in the proper receiving, handling, storage, and preparation of food and packaging materials.
 - Abide and follows all rules and regulations as set forth in the Employee Handbook.
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