

MANUEL REYES

B8 L23 Lynville Residences, Brgy. San Nicolas,
San Pablo City, LagunaPhilippines, 4000
Email: snap2print2018@gmail.com
Mobile No.: +63977-005-9519

CAREER SUMMARY

Printer Operator and Graphic Artist with excellent interpersonal skills with over 5 years of experience. Printer Operator is Responsible for the operation of the printer, Including maintenance, cleaning and calibration. And Graphic artist is responsible for making t-shirt design, logos, flyers layout, invitation souvenir layout.

SKILLS AND QUALIFICATIONS

- 5 years experience as a Printer Operator and Graphic artist
- Skilled in Photoshop, Coreldraw, Illustrator, Excel
- With knowledge about different printer and inks
- 7 years experience in Retails Industry as a Sales Clerk , Store Keeper
- Excellent Customer Service skills, stock keeping, inventory management
- 2 years experienced in Production operator

WORK HISTORY

Printer Operator / Graphic Artist, Snap 2 Print Digital Printing Services Dec. 2018 - current

- Operates Machine printer
- Prepare machine for printing
- Clean ink rollers after runs are completed.
- Design and set up product compositions and page layouts.
- Conceptualizing visuals based on requirements
- Creating images and layouts by hand or using design software
- Testing graphics across various media

Sales Clerk, Mohammed Saeid Corp (MOSACO) Dec. 2016 – Dec. 2018

- Greeting customers when they enter the store
- Answering customers' questions to help them find the items they are looking for
- Locating items for customers to finalize their purchase
- Work at the point-of-sale counter to process transactions
- Enter sales data and customer data into the company database

Store Keeper / Stock Clerk, Suyen Corp/ BENCH Oct. 2011 – Nov. 2016

- Collect, process, and document all merchandise received and paid for, assisting with inventory activities as necessary
- Assist in receiving all merchandise from suppliers
- Check all merchandise for discrepancies and damages
- Sort merchandise according to pricing and location at store
- Store merchandise in proper location to increase sales
- Maintain stock levels by checking stock on hand against sales reports
- Inventory items according to location and store policy

Salesman, Nursery Care Corporation

Mar. 2011 – Aug. 2011

- Greet customers.
- Help customers find items in the store.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items.
- Ring up purchases.
- Elevate complaints to management.
- Keep track of inventory

Production Operator, Samsung Electromechanic Phils.

Oct. 2009 – Jan. 2011

- Setting up machines to start a production cycle
- Controlling and adjusting machine settings (e.g. speed)
- Feeding raw material or parts to semi-automated machines
- Unloading and Loading the item into the machine

Waiter / All Around, Tita Mommies Cusina Catering Services

Mar. 2007 – Jul. 2009

- Providing excellent wait service to ensure satisfaction
- Taking customer orders and delivering food and beverages
- Making menu recommendations, answering questions and sharing additional information with catering services

EDUCATION

Hotel and Restaurant Management Services (Undergraduate)
West Greenville Laguna Colleges, Laguna, Phil.

April 2008

TRAINING

International Cooking

San Pablo City Women Center, Family & Overseas
Filipino Center

Jun. 27, 2008

Waitering, San Pablo City Women Center, Family & Overseas
Filipino Center

Jul. 11, 2008

Retail Sales Empowerment Training

Jeddah Saudi Arabia

Feb. 2017