

# MYLIN M. PEREZ

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**Career Objective:** To work for a reputable company that would allow me to develop further and perfect my skills, enhance my knowledge, and contribute fully, using competencies and expertise gained from my work experience.

## EXPERIENCE

FEBRUARY 2024 – PRESENT

### MANUFACTURING PRODUCTION OPERATOR

QUALITY CHECKING PRODUCT | ENSURING A SAFE WORK ENVIRONMENT | QUALITY CHECKING | MONITORING PRODUCT SHIPMENT | PACKING FINISHED PRODUCTS | REPORTING TO LEADERS | FOLLOWING HEALTH SAFETY STANDARD | FOLLOW GOOD MANUFACTURING PRACTICE

NOVEMBER 2023 – JANUARY 2024

### PRODUCTION CLERK

#### COOK IT, GRIFFITH ST., SAINT LAURENT QUEBEC, H4T 4L6

PACKAGING PREPARATION | QUALITY ASSURANCE | PRODUCT INSPECTION | TEAM COLLABORATION | PRODUCT INSPECTION | INVENTORY MANAGEMENT | EFFICIENCY AND SPEED | LABELING AND DOCUMENTATION | HYGIENE AND SANITATION | CLEANLINESS AND ORGANIZATION | EQUIPMENT OPERATION

OCTOBER 2022 – SEPTEMBER 2023

#### COOK, BANH MI 79 SAINT LAURENT, MONTREAL, QUEBEC

FOOD PREPARATION | QUALITY CONTROL | PRODUCT INSPECTION | MENU EXECUTION  
TIMELY SERVICE | INGREDIENT HANDLING | TEAM COLLABORATION | ADAPTABILITY  
RECIPE DEVELOPMENT | WASTE REDUCTION | EQUIPMENT MAINTENANCE | HYGIENE AND SAFETY

SEPTEMBER 2022 – OCTOBER 2022

**PACKER, LA FERME QUINN-QUINN FARM, ILE PERROT, QUEBEC** PACKAGING PREPARATION | QUALITY ASSURANCE | PRODUCT INSPECTION | TEAM COLLABORATION | PRODUCT INSPECTION | INVENTORY MANAGEMENT | EFFICIENCY AND

SPEED | LABELING AND DOCUMENTATION | HYGIENE AND SANITATION | CLEANLINESS AND ORGANIZATION | EQUIPMENT OPERATION

MAY 2007 – AUGUST 2020 (13 YEARS)

ADMINISTRATIVE OFFICER, H O NOVELOSO SURVEYING QUEZON CITY, PHILIPPINES

DATA ENTRY | INVENTORY AND SUPPLY MANAGEMENT | CUSTOMER SERVICE | COMMUNICATE WITH CLIENTS |  
UPDATE COMPANY DATABASE | PAYROLL AND TAXES | UPDATE POLICIES

2002 - 2005

SUPERVISOR, WAREHOUSE CELEBES CANNING CORPORATION SARANGGANI, PHILIPPINES

SUPERVISE OPERATIONS | ADMIN TASKS | DAILY REPORTS | PEOPLE MANAGEMENT | CUSTOMER SERVICE

## EDUCATION

AUGUST 2022 – SEPTEMBER 2023

**E-COMMERCE AND ONLINE BUSINESS MANAGEMENT**, INSTITUT TREBAS  
INSTITUTE/TREBAS INSTITUTE MONTREAL, QUEBEC

Internship: Digital Marketing Specialist Banh Mi79

2002 - 2006

**BACHELOR OF SCIENCE IN AGRICULTURE MAJOR IN ANIMAL SCIENCE**,  
PANGASINAN STATE UNIVERSITY, PHILIPPINES

2006

**21 UNITS IN EDUCATION**

PANGASINAN STATE UNIVERSITY, PHILIPPINES

## SKILLS

- Document management
- Computer Proficiency
- Customer Service
- Resourcefulness
- Retail and Sales
- Computer skills
- Process A/R Payments and Deposits
- Leadership/Training Experience
- Communication and People Skills
- Email Marketing
- Data Analysis
- Microsoft Word
- PowerPoint
- Microsoft Excel
- Organizational skills
- E-banking and Finance
- Clerical and Data Entry
- Time management
- Administrative Skills
- QuickBooks
- Social Media Marketing
- SEO and SEM
- Writing