

## PAUL JUNE C. POTESTAS

Blk 14 Lot 20 Casilda St. Evisia Sub. Matina Pangi, Davao City  
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### OBJECTIVE:

*To obtain a position as active employee in a growing, reputable company where I can contribute my experience, positive attitude and positive atmosphere to help improve company and myself.*

### PERSONAL DATA:

Date of Birth	:	June 8, 1992
Place of Birth	:	Davao City
Civil Status	:	Single
Citizenship	:	Filipino
Gender	:	Male
Height	:	5'6"
Weight	:	70 kilos
Fathers Name	:	Bienvenido S. Potestas
Mother Name	:	Myrna C. Potestas
Religion	:	Christian Born Again
Language Skill	:	English, Tagalog, Visayan

### EDUCATIONAL BACKGROUND:

Elementary	:	M.R.P.S. Molave Regional Pilot SCH	School Year (2005 – 2006)
High School	:	Fatima De Davao High School	School Year (2010 – 2011)
College	:	AMA COMPUTER COLLEGE	
Course	:	Bachelor of Science in Information Technology	
		SY 2011-2012 (1 <sup>st</sup> Semester)	

### EMPLOYMENT RECORD:

#### PARAMOUNT HUMAN RESOURCE MULTI-PURPOSE COOPERATIVE

BUTCHER/MERCHANDISER (North Star-Savemore) – August 30, 2023 UP TO PRESENT

#### Duties and Responsibilities:

- Weighing, packing, pricing and displaying meat products
- Cutting, grinding and preparing meat (Pork and Beef) for sale
- Cleans the meat preparation counter to avoid contamination of the meats
- Cuts meat and puts them into good arrangement for easy identification and selection by customers
- Ensured the availability of quality meat for customers
- Used butcher's cutlery and powered equipment, such as electric grinder and band saw, to portion and prepare meat in cooking form
- Ensured a clean, safe and organized work environment
- Follow company procedures to maintain work environment in neat and orderly condition
- Assisted with customer service meat cutting and placing orders

## **SMC INTEGRATED MERCHANDISING SERVICES INC. (San Miguel Corp.)**

**BUTCHER - January 27, 2022 - October 2022 (S&R Membership Shopping, Davao City)  
October 2022 – February 9, 2023 (Savemore Bangkal, Davao City)**

### **Duties and Responsibilities:**

- Ensuring the availability of wide range of quality well cut meat for customers.
- Cutting, deboning and trimming meat (Pork, Beef and Chicken) in a way that keeps wastage to a minimum.
- Using cutting machinery to cut and prepare meat so that it looks appealing.
- Weighing portions of meat, wrapping them up & handing them to customers.
- Welcomed and communicated with customers to identify and addresses their needs and provided beneficial advice and information to them on various types of meat.
- Processed primal parts into cuts that are ready for retail use
- Maintained an all-time clean and safe work environment.

## **MULTIPLE K MEAT AND POULTRY DEALER under (San Miguel Food Inc.) Davao City**

**BUTCHER - March 14, 2021 – December 31, 2021**

### **Duties and Responsibilities:**

- Cut, trimmed, and deboned various meat ensuring that company's high standards were always met
- Inventory the meat/poultry department products
- Stocked the smoked meat case and organize the fresh meat cooler
- Operate machinery such as saw, slicer, grinder, wrapper
- Stocked and replenished merchandise according to store merchandising layouts

## **PARAMOUNT HUMAN RESOURCES MULTI-PURPOSE COOPERATIVE (Manila)**

**BUTCHER/MERCHANDISER – February 22, 2019 – December 11, 2020**

### **Duties and Responsibilities:**

- Cut, debone and grind pieces of meat
- Cleaned and organized the store, including the checkout desk and displays
- Provide services to customers such as order placement
- Prepare special cuts of meat ordered by customer
- Maintains the sharpness, cleanliness, and sterilization of knives and tools.
- Disposed of waste Properly

## **MJ LECHON HOUSE SM Sta. Mesa**

**CASHIER/ SERVICE CREW – May 1, 2018 – November 2, 2018**

### **Duties and Responsibilities:**

- Received payment by cash, check, debit/credit cards and vouchers.
- Issue receipts, refunds, credits or change due to customer
- Prepared a variety of foods according to customers' orders or supervisors' instruction
- Maintained high standards of customer service
- Followed food safety procedure according to company policies health and sanitation regulation

## **TRAINING:**

**TESDA (TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY)**

completed the competency requirements under the Philippine TVET Qualification and Certification System in the following units of competency:

### **BARTENDING**

**Participate in Workplace Communication**  
**Work in Team Environment**  
**Practice Career Professionalism**  
**Practice Occupational Health & Safety Procedures**  
**Develop and Update Industry Knowledge**  
**Observe Workplace Hygiene Procedures**  
**Perform Workplace and Safety Practices**  
**Provide Effective Customer Service**  
**Clean/Operate Bar Areas**  
**Prepare and Mix Cocktails and Non-Alcoholic Drinks**  
**Provide Wine Service**

### **KEY SKILLS AND COMPETENCIES:**

- **Knowledge in Meat Cutting and Techniques**
- **Able to work in cold, refrigerated rooms where the meat has to be stored.**
- **Reducing meat wastage wherever possible by cutting skilfully and carefully.**
- **Knowledge of proper knife-handling, butchery tools and machinery**
- **Excellent Customer Service Skills**
- **Willing to work nights and weekends**
- **Knowledge of Butchery stocks and inventory**
- **Time Management/ Health and Safety Knowledge**

### **CHARACTER REFERENCES:**

**Jahziel Loque**  
**Butcher/Meat Supervisor**  
**TEYS BEENLEIGH PTY LTD**  
**Australia**  
**Contact Number: +61432691254**

**Maria Theresa Rose V. Ogdol**  
**Inventory Associate**  
**Trumph Motorcycle**  
**Davao City, Philippines**  
**Contact Number: 0936-947-6406**

**Merly Bacalaris**  
**Butcher/Packer**  
**Cranswick Foods**  
**United Kingdom**  
**Email: merlbacalaris@gmail.com**  
**Contact Number: 09053933241/+447443313875**

*I hereby certify that the above information is true and correct according to my knowledge and belief.*

**PAUL JUNE C. POTEKAS**

