

JESSA LUISA R. SANTOS



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284 Hulo Extension Progressive Village Bignay, Valenzuela City, Third District, Philippines 1440

WORK EXPERIENCE

Factory Worker of Seaweeds (SEASONAL) South Korea
Goheung-Gun Dry Seaweed English Association Corporation
Goheungguncheong-ro, Goheung-eup, Goheung-gun, Jeollanam-do,
Goheungguncheong-to
November 23, 2022 – April 23, 2023

- Operate and monitor machinery and equipment used in the processing of seaweed products
- Sort, clean, and prepare seaweed for processing, including removing impurities and debris
- Operate drying equipment to remove moisture from seaweed, ensuring proper drying times and temperatures
- Monitor and control processing parameters to ensure the desired quality and consistency of seaweed products
- Package and label finished seaweed products according to company standards and customer specifications
- Perform quality checks on seaweed products to ensure they meet established standards
- Clean and sanitize production equipment, work surfaces, and utensils to maintain a hygienic work environment
- Adhere to food safety and quality control standards, including proper handling and storage of seaweed products

Technical Staff – Engineering Allied & Services (EAS Project)
MERALCO Industrial Engineering Services Corporation (MIESCOR)
29 Esteban Abada Street, Loyola Heights Quezon City, 1108 Metro Manila
MERALCO Industrial Engineering Services Corporation (MIESCOR)
5/F, Renaissance Tower 1000, Meralco Avenue, Pasig City
April 16, 2019 – December 22, 2022

- Monthly updating Manpower Monitoring.
- Assisting the Reimbursement and Cash Advance of employee.
- Collect/ receive timesheets summary either thru e-mail or correspondence in accordance to the established EAS collections schedule
- Check, edit data entry in the received timesheet summary and its required attachments, print and route for signatures of the EAS Head and Supervisor
- Endorse timesheets summary and attachments to DUS-Billing for invoicing and to Accounting for Payroll purposes.
- Receive invoices from Billing, log its invoice number in the EVS standard invoice monitoring format and schedule its distribution to intended Client's offices.
- Facilitate processing of invoice for payment by monitoring its aging and status through constant follow-up and proper coordination with the concerned personnel.
- Generate weekly, monthly, and as needed reports on Billed/ Unbilled.
- Collection and encoding of Vehicle Daily Utilization Report (VDUR) every Tuesdays using Microsoft Excel in the established format.
- Filing and safe-keeping of EAS records and documents (e.g. MRF, resignation letter, memoranda, and other important documents).
- Facilitate processing of EVS employee reimbursements, specifically south areas.
- Assist the Project Supervisor and Technical Staffs/ Coordinators in documents dissemination, photocopying, etc.

CAREER OBJECTIVE

To be able to work effectively to a company that would give me a good opportunity and will help me to develop and enhance my skills and abilities. To be progressive individual that would provide quality services that could help the company's growth and development.

EDUCATIONAL BACKGROUND

Tertiary
Bachelor of Science and Computer Science
Saint Mary's University
June 2003 – April 2007

PERSONAL SKILLS

- Excellent communications and negotiation skills.
- With the ability to grasp new concepts quickly and to assimilate data from different areas.
- Can work under pressure with minimal supervision, prioritization and to strict deadlines.
- With team-working skills and the ability to lead and motivate others.
- Works with integrity and professionalism.
- Know how to handle and deal with different kinds of people.

WORK EXPERIENCE

Project Clerk Off Cycle Reading (OCR Project)

MERALCO Industrial Engineering Services Corporation (MIESCOR)

29 Esteban Abada Street, Loyola Heights Quezon City, 1108 Metro Manila

MERALCO Industrial Engineering Services Corporation (MIESCOR)

5/F, Renaissance Tower 1000, Meralco Avenue, Pasig City

September 2013 – April 2019

- Updating and storing business files to ensure they are accurate and accessible for other employees
- Typing reports, letters and other business documents
- Sorting mail and responding to it or distributing it to appropriate employees
- Answering telephone calls and emails and redirecting them to other employees when appropriate
- Issuing invoices and following up outstanding payments
- Taking dictations and minutes during meetings
- Making travel arrangements for other company employees' business trips
- Monitoring office supplies and reporting when stock levels are low to office manager

Digitizer/Data Encoder

MERALCO Industrial Engineering Services Corporation (MIESCOR)

5/F, Renaissance Tower 1000, Meralco Avenue, Pasig City

April 2011 – March 2013

- Performs services in line with the Deregulation/ Digitizing of Electric Facilities and Land Base Map project which covers the whole franchise area to increase the level of data accuracy in preparation for the deregulation and asset management project of the client.
- Upload and digitalize documents that are not yet available online or on a computer database.
- Collect field data from surveyors and prepare work logs and summary report

Factory Worker of Bakeries and Tortilla Manufacturing

SUNCREST FOODS INCORPORATED

270 Hulo Street, Bo. Bignay, Valenzuela City

January 15, 2008 – January 23, 2009

- Operate and monitor production machinery and equipment in a bakery and tortilla manufacturing facility
- Follow standard operating procedures and safety guidelines to ensure efficient and safe production processes
- Measure and weigh ingredients according to recipes and production requirements
- Adhere to food safety and quality control standards, including proper handling and storage of ingredients and finished products
- Follow company policies and procedures related to workplace safety, cleanliness, and personal hygiene
- Monitor tortilla production process, including dough mixing, sheeting, baking, and cooling
- Perform quality checks on bakery products and tortillas to ensure they meet established standards
- Clean and sanitize production equipment, work surfaces, and utensils to maintain a hygienic work environment

TRAININGS/SEMINARS

DOLE Mandatory 8 - Hours Safety and Health Seminar for Workers

MIESCOR - Meralco Industrial Engineering Services Corporation

29 Esteban Abada, Loyola Heights, Quezon City

November 16, 2019

5 5S and Good Housekeeping

MIESCOR - Meralco Industrial Engineering Services Corporation

29 Esteban Abada, Loyola Heights, Quezon City

July 24, 2015

Training Description

- Training in various cleaning methods and techniques for different surfaces and areas.
- Developing an eye for detail to ensure cleanliness and neatness in all areas.
- Training in providing excellent customer service, responding to guest requests, and addressing concerns.

Office Safety and Ergonomics

MIESCOR - Meralco Industrial Engineering Services Corporation

29 Esteban Abada, Loyola Heights, Quezon City

July 16, 2015

Microsoft Office Excel Enhancement

MIESCOR - Meralco Industrial Engineering Services Corporation

29 Esteban Abada, Loyola Heights, Quezon City

March 13, 2014

On the Job Training

Provincial Human Resource Management Office
Bayombong, Nueva Vizcaya, Philippines

Skills Computer Literate / Knowledgeable in MS Office (Word, Excel, Power & 365)

September 19, 2005 – March 10, 2006