

# JESSA LEE PETRAS

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☎ 647-870-6592

📍 2 Mascot Pl, North York, ON M2R 1J5

## OBJECTIVE

Very hardworking and highly motivated individual seeking any job position to expand my knowledge and skills, learn new things while making significant contribution to the success of the company.

## SKILLS

- Fast learner
- Able to work under pressure
- Good listening skills
- Emphathetic and caring
- Professionalism and strong work ethics
- Able to communicate clearly
- Flexible and adaptive

## EDUCATION

### SUPPLY CHAIN AND LOGISTICS

Anderson College of Health, Business and Technology (North York Campus)  
August 14, 2023 – July 12, 2024

### BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Saint Mary's University (Philippines)  
(2019 Graduate)

## REFERENCES

**JUBYLYN P. MANGAOANG**  
416-262-3450

**CHERYLL C. VALLE**  
416-856-2810

### MOSHE OZIEL

One Kenton Place Services  
Director  
416-939-9924

## PROFESSIONAL SUMMARY

Adaptable professional with skills in various domains and a commitment to achieving company objectives. Excellent communicator with a strong work ethic and the ability to learn quickly. Proven ability to work in team settings and deliver high-quality results on schedule. Looking forward to bringing my diverse skill set to a challenging role.

## WORK HISTORY

### ONE KENTON RETIREMENT HOME ALZHEIMERS AND DEMENTIA CARE

1 Kenton Dr, North York, ON M2R 2H6  
October 2023 - Present

Part Time Food Service Aide

- Breakfast, lunch, and dinner meal preparation for elders
- Making a list of and delivering the essentials supplies for PSWs and elders
- Maintain cleanliness in the kitchen
- Supplying chef assistance
- Organizing the kitchen storage room
- Serving the food

### QUALITY CHEESE

111 Jevlan Dr, Woodbridge, ON L4L 8C2

Part-time Store Helper

- Weigh products and label them appropriately
- Barcode labeling for the product
- Organize stock and maintains store's inventory level
- Assist customer about the product concern

### PRINT GEEK INC.

140 Hanlan Rd B, Woodbridge ON L4L 3P6

Factory Worker

- Prepare resources for the production of clothing items such as picking the right T-shirt with the right size, color and type of t-shirt and jackets
- Checks the quality of the T-shirt and jacket before printing
- Pre-pressing T-shirts
- Printing T-shirts and jackets for the right size, color and design
- Checks the quality of the printed design
- Sorting items for multiple orders
- Packing and shipping orders

### PETRAS PALAY BUYING STATION

Baliling, Santa Fe, Nueva Vizcaya Philippines  
Part-time Manager

### DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS (WEIGHBRIDGE STATION)

Calitlitan, Aritao, Nueva Vizcaya Philippines  
Traffic Aide II/Traffic Aide I

### MAD MUGS COFFEE SHOP

San Ildefonso, Bulacan, Philippines  
Cashier and Purchasing Officer