

**OBJECTIVE:**

To obtain a position as a baker in a facility where I can perfect my acquired skills, and learn new things to help reach the top of my profession.

SKILLS:

- Excellent knowledge of baking including the baking time, methods of mixing, temperature, flavors and maintenance of bakery equipments
- Able to observe sufficient precautions of safety
- Very good communication and interpersonal skills
- Able to operate bakery equipment and to maintain required production
- Five years of progressive experience in baking and managing my own bakery
- Flexible and has the ability to perform task in professional manner
- Attention to detail with excellent management and multitasking skills

WORK HISTORY:**Vil's Bread Station**

Romblon, Philippines

Worked as Owner/ Baker

October 2005- January 2011

RESPONSIBILITIES:

- Did the mixing and baking of ingredients according to recipes to produce bakery products such as breads, pastries and cakes
- Responsible for baking goods for use of sales as specialty baked products
- Done measurement of flour and other ingredients for preparation of dough, batters and fillings
- Placed the dough in pans, molds and on sheets
- Done rolling and cutting of dough to give proper shape to the food item
- Plan, organize, direct, control and evaluate the operations of the bakery
- Recruit staff and oversee staff training
- Set staff work schedules and monitor staff performance
- Resolve customer complaints and ensure health and safety regulations are followed
- Negotiate arrangements with suppliers for food and other supplies

Metropolitan Bank and Trust Company

Manila, Philippines

Worked as Bank Teller

July 1997- May 2005

SKILLS:

- Strong numerical ability
- Good listening and communication skills
- Customer service orientation
- Accuracy and attention to details
- Problem solving
- Honesty and integrity

RESPONSIBILITIES:

- Receiving and count working cash at beginning shift
- Accept cash and checks for deposit and check accuracy of deposit slip
- Process cash withdrawals and check encashments
- Perform specialized task such as preparing cashier's check and exchanging foreign currency
- Receive utility bills payments
- Record all transactions promptly, accurately and in compliance with bank procedures
- Balance cash and checks at the end of shift
- Answer inquiries regarding checking and savings accounts and other bank related products
- Attempt to resolve issues and problems with customer's account
- Initiate and open new accounts

EDUCATION AND CERTIFICATION:

Achieved Bachelor's Degree Diploma

AB Economics

University of Santo Tomas, Philippines 1997

Basic Commercial Baking

Asian Baking Institute, Philippines June 2005