



**JOHN EDMARK A. JAEN**

## PERSONAL INFO

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**Address:**  
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Deira, Dubai, UAE**

**Email:**  
**[johnjohnjaen48@gmail.com](mailto:johnjohnjaen48@gmail.com)**

**Nationality: Filipino**

**Age: 26**

**Birthday: May 24, 1998**

**Weight: 80kg**

**Height: 5'7"**

**Education:**  
**Business Office and  
Administration Services  
June 2016**

**Languages:**  
**English  
Tagalog**

## CAREER OBJECTIVE:

I am seeking for a position where my knowledge and skills will be further developed and utilized.

## PERSONAL SKILLS:

- Effective written and oral communication
- Excellent organizing abilities
- Computer literate
- Fast learner and willing to learn processes
- Time Management
- Active listening
- Adaptability in the working environment
- Leadership
- Problem Solving
- Excellent interpersonal communication
- Can be trusted in terms of confidentiality

## WORK EXPERIENCE:

Position: Store Operations (July 21, 2018 to May 19, 2023)

Company: Goldilocks Bakeshop, Inc. Batangas, Philippines

Industry: Food & Beverages

### **JOB DESCRIPTION**

- Store reporting during mid-month and Month-end. Responsible for presenting menus to patrons.
- Taking orders and answer questions on items. Making recommendations and serves food and beverages to customers.
- Performs as a Petty Cash Fund Holder & applies quality systems.
- Implements operations for service excellence.

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Position: Sales Associate (July 16, 2016 to April 5, 2018)

Company: Columbia Sportswear. SM Batangas Mall, Philippines

Industry: Retail

### **JOB DESCRIPTION**

- Assisting customers thru up-selling products while meeting their needs. Provide customers with information about items.
- Elevate complaints to management.
- Keep track of Inventory

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Position: Manager (June 21, 2023 to May 21, 2024 )

Company: Privato Cleaning & Technical Services, Dubai UAE

Industry: Cleaning and Technical Service

### **JOB DESCRIPTION**

- Strong leadership and interpersonal skills.
- In-depth knowledge of cleaning protocols, equipment, and technical systems. Excellent organizational and time-management abilities.
- Budgeting and financial management skills.
- Effective communication and negotiation skills.
- Problem solving & decision making capabilities