



JOHN EDMARK A. JAEN

PERSONAL INFO

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Address:
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Email:
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.

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

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