



Justine Guhit

Al Rigga, Dubai, U.A.E

+971526241382

justineguhit010@gmail.com

A dedicated and detail-oriented individual seeking for an entry-level position at a well-reputed organization to gain experience and exposure and expand my knowledge.

WORK EXPERIENCES:

Design Editor, Encoder, Packer cum Online seller (Shopee, Lazada and Tiktok)

SQ7SO CORPORATION

Manila City, Philippines

September 2021 to December 2022

- Develop illustrations, logos and other designs using software
- Ensure final graphics and layouts are visually appealing and on-brand
- Entering data, maintaining databases and client files, managing hard copies, scanning documents and handling other data-related tasks.
- Pack, weigh and label completed items for shipment or storage
- Interact with customers to answer questions or resolve problems.

Service Crew

CHUBBY CHECKER (Binghamton Int'l Food Corporation)

Binondo, Manila

January 2021 - August 2021

- Greet and interact with customers
- Use selling techniques
- Clean work areas such as food preparation areas and customer areas and keep them organized
- Fill food orders
- Serve food
- Process payments

Service Crew

JOLLIBEE FOOD CORPORATION

999 Mall, Phase 1, Tondo, Manila

November 2019 - November 2020

- Taking customer orders
- Assembling and packing food orders in carry-out containers and bags
- Assisting cooks with food preparation
- Taking payments for food orders and providing correct change
- Cleaning tables in dining areas
- Stocking condiment and beverage stations

Salesman

ENRERA'S DESSERT

Caloocan, Philippines

January 2019 - September 2019

- Responsible for greeting customers, helping them find items in the store, and ringing up purchases.
- Process payments
- Provide customers with information about items.
- Keep track of inventory.

SKILLS

- MS Office Applications
- Ability to work in a team
- Good communication skills
- Excellent physical condition and stamina
- Knowledge of Photoshop

EDUCATIONAL BACKGROUND

Tertiary:

ARELLANO UNIVERSITY (Undergrad)
Malabon City, Philippines
2018- 2020

Secondary:

Maypajo High School
Caloocan City, Philippines
June 2014- April 2018

REFERENCES

Mr. Gerry Macabantad
Team Member
KITOPI CATERING SERVICES L.L.C.
0558950083

PERSONAL DETAILS

Age: 21 yrs. old
Birthday: October 10, 2001
Height: 5'3
Weight: 54 kg
Status: Single
Nationality: Filipino
Visa Status: Tourist Visa

Mr. Kim Jason Concepcion
Baker
SO FREE ORGANIC BAKERY
0586512390

I, hereby certify that above information is true and correct to the best of my knowledge and belief.

JUSTINE GUHIT
Applicant