



Cliffjoven Lao Samejon

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Objective & Qualifications

Calm and determined Cooking Intern trained at a premiere culinary institution bears transferrable and direct skills on food handling, cooking, sanitation, and customer relations. Easygoing interpersonal skills make the candidate effective with superiors, clients, officers and staff in various facet of the industry. Performs and manages multiple tasks, both simple and challenging, effectively with little supervision. Early-career and responsible candidate is actively seeking a suitable role in the food industry, with a dynamic and innovative company, eager to leverage key abilities in team building/training, customer service, documentation and problem solving.

- ◆ Cooking & Sanitation Experience
 - ◆ Goal-Oriented Problem Solving Skill
 - ◆ Keen on Management & Team Support
 - ◆ Scheduling/Workflow Implementation
 - ◆ Excellent Customer Service Skills
 - ◆ Completed NC II Coursework
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Work Experience

Skilled E-commerce Product Researcher, Office & Admin Management, and Virtual Assistance
Online May 18, 2019 – Present

- ◆ Built relationships with vendors to manage all ecommerce technology partners. Integrated several third party technologies: site search, email marketing, and testing software.
- ◆ Maintained relationships with drop ship vendors through online support, order entry and order fulfillment to include eBay and Amazon order preferred processing.
- ◆ Created product information packages for vendors including product descriptions, images and pricing. Ensured all information copy, product and non-product was updated and accurate.

- ◆ Regularly reviewed competitive websites in terms of product range, marketing initiatives including functionality and customer offerings.

ESMA Restaurant Cook Assistant (Part time)

March 15, 2018 - May 25, 2018

Barangay Cannery, *Polomolok South Cotabato, Philippines*

- ◆ Participated actively in the control of shrink; use proper tares, check scales for accuracy, control “leftovers” and minimize waste.
- ◆ Ensured that company standards of safety, proper food handling practices, sanitation and productivity are maintained.
- ◆ Prepared cooking ingredients by washing and chopping vegetables, cutting meat; undertook basic cooking duties such as reducing sauces, parboiling food, among others.
- ◆ Exercised proper safety practices when lifting or moving product, and operating and clean equipment and tools.

Public Attorney’s Office Assistant

November 22, 2018 – Dec 3, 2018

Department of Justice, *Polomolok South Cotabato, Philippines*

- ◆ Assumed responsibility for providing high quality administrative support services to legal team and executives while interacting with a wide variety of internal departments.
- ◆ Supported management of organization information and records, including the maintenance and updating of physical and electronic filing systems.
- ◆ Remained poised and focused, and thrive in fast-paced environment; demonstrated strong organizational skills and ability to prioritize multiple tasks.
- ◆ Provided office management support contributing to efficient and effective office procedures.

Education

Gerardo's School of Culinary Arts, Philippines, 2019-

National Certificate (NC) II in Cookery, Practical Training On-going
NLSA Road, Lagao, General Santos City

Polomolok National High School, Philippines, 2019

High School Diploma

04/02/19

Octavio Village, Cannery Site, Polomolok South Cotabato

Certification, & Technical Skills

Best in Work Immersion

PAO, Polomolok South Cotabato

Awarded April 2, 2019

Microsoft Office Suite (Word, PowerPoint, Excel) ♦ Mac/Windows OS

Key Topics Covered: Principles of Cooking ♦ Cooking & Baking Methods

Other Course Titles Completed in NC II on <http://gerardosculinary.com/cookery-nc-ii/>

Interests: Music (Guitar/Drums) ♦ General Fitness ♦ Team Sports (Basketball) ♦ Social Hobbies

Character & Professional Reference List

Daryl Diaz, CPA

Agent for WAN HAI Lines LTD.

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