




Audrey Zigourney Cortez Velasco

 audreyvelasco.jobs180.com

OBJECTIVE

To be a part of a company that will allow me to use and enhance my professional and organizational skills, and knowledge. In addition, to contribute and add value to a company as an employee.

PERSONAL INFORMATION

Birthdate: June 02, 1998
Civil Status: Single
Nationality: Filipino
Address: Parkhomes Subdivision, Tunasan, Muntinlupa City Muntinlupa City, National Capital Region (NCR) 4116
Gender: Female

CONTACT INFORMATION

Mobile: 09226869816
Email: audreyzigo.velasco22@gmail.com

SKILLS

- Leadership Skills
- Team Building Skills
- Research Skills
- Computer Proficiency
- Database Development
- Technical Support
- Customer Relations Management
- Email Management
- Lead Generation
- Staff Training
- Cold Calling

LANGUAGES

- English
- Tagalog

ACHIEVEMENTS

WORK EXPERIENCE

Find Your Next Apartment

(2020 Dec to 2022 Dec)

Position: Virtual Assistant - Apartment Locator
Fresh Grad / Entry Level

Specialization: Public Relations/Communications

Industry: Property / Real Estate

Nature of Work:

1. Posting of Apartment Listings or Ads on Different Websites or Platforms
2. Data Entry and Gathering of Potential Clients from Different Websites and Social Media Platform
3. Assisting Clients with their Apartment Search
4. Receiving Calls from Potential Clients
5. Calling Apartments and Gathering Current Availability, Pricings and Specials
6. Setting up Appointments for My Clients' Apartment Tours
7. Calling Apartments for Lease Verifications and Invoice Follow Ups

M&H Food Corporation (Henlin)

(2019 May to 2020 Aug)

Position: Quality Assurance Officer
Fresh Grad / Entry Level

Specialization: Food Technology/Nutritionist

Industry: Food and Beverage

Nature of Work: Responsibilities:

1. Quality check of raw materials.
2. Monitoring of foot baths, chlorine solutions for sanitation, CCPs of production areas and food storages temperatures.
3. Implement GMP in the production area.
4. Quality check of all products produced everyday.
5. Monitor Halal area and production of Halal food products.
6. Conduct microbiological analysis for hand swabbing, equipment swabbing, air analysis and water analysis.
7. Documentation on proper disposal of deteriorated products.
8. Documentation on assisting and findings during pest control.
9. Documentation on returned and complaints on different products.
10. Analysis on preventing and improving production processes.

Monde Nissin Corporation

(2018 Apr to 2018 Jun)

Position: Export Technical Assistant Intern
Trainee

Specialization: Food Technology/Nutritionist

Industry: Food and Beverage

Nature of Work: On-the-Job Training (OJT) or Student Industrial Training (SIT)

Responsibilities:

1. Research on Food Laws and Regulations of Middles East and Australia New Zealand.
2. Create a Food Labeling Information Database on the countries mentioned earlier.
3. Create a Standards and Specifications Database on the countries mentioned earlier.

Graduated BS Food Technology With Latin Honors (Cum Laude)

DOST-SEI RA7687 Scholarship Awardee

Certificate Of Excellence In Exemplary Conduct 2014
"Hindi Natitinag Ang Pusong Pilipino"

Velfrance

(2016 Apr to 2018 May)

Position: Entrepreneur
CEO / VP / Director
Specialization: Personal Care/Beauty/Fitness Service
Industry: Grooming / Beauty / Fitness

Aica Four Travel And Tours

(2017 Apr to 2017 May)

Position: Graphic Artists
Non-Executive
Specialization: Advertising/Media Planning
Industry: Travel / Tourism
Nature of Work: Summer Job

EDUCATION

2019 Apr **Bachelor's/College Degree**
Technological University Of The Philippines-Manila (TUP Manila)
Major: Bachelor Of Science In Food Technology
Field of Study: Food Science/Nutrition/Dietetics

2015 Mar **High School Diploma**
Muntinlupa Science High School
Field of Study:

SEMINARS

2019	Two-Day Scholars' Formation Program By Department Of Science And Technology - Science Education Inst	2017 56th PAFT Annual Convention "LEVERAGING FOOD TECHNOLOGY SOLUTIONS" By Philippine Association Of Food
2017	"Encompassing The Role Of Food Laws From Professional To Consumer"	2016 55th PAFT Annual Convention "FOOD TECHNOLOGY: THE NEXT LEAP FORWARD Food Safety, Food Security, Food
2016	3rd PAFT Student Conference "Progress Through Research" By Philippine Association Of Food Technolog	

REFERENCES

Engr. Ivy Alintanahin

Family Friend
Environment, Safety And Health
Manager
First Sumiden Circuit, Inc.
09175521605

Emmanuelle Raymundo

Coworker
Quality Assurance Officer
M & H Food Corporation (Henlin)
09750323878

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