

# Jiyanne Kate M. Tuazon

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Excellent problem solver with strong analytical skills used to troubleshoot issues.

- Trained on Inventory and Warehouse Management
- Knowledge in Occupational Safety and Health (Safety Officer 1)
- Strong communication skills
- Computer skills include proficiency in Microsoft Word, Excel, PowerPoint and Canva

## EDUCATION

<b>Software Engineering Technology</b> Centennial College, Toronto, ON	September 2023 - Present <i>Expected graduation July 2026</i>
<b>Electronics and Communications Engineering</b> De La Salle University, Lipa City, Batangas, Philippines	June 2014 – June 2019

## WORK EXPERIENCE

<b>Guest Experience Leader / Fastfood Crew</b> Mcdonald’s Canada Hu-A-Kam Enterprises	September 2024 - present
<ul style="list-style-type: none"><li>• Provides services for gathering, disseminating, exchanging, and gaining access to diverse company data and information that is accessible over a network.</li><li>• Collect, examine, and manage data, information, and documents for inclusion and publication in the intranet.</li><li>• Provides hardware and software troubleshooting in every office.</li><li>• Help people get oriented to and trained on using the agency's network and intranet.</li><li>• Carry out further relevant tasks.</li></ul>	
<b>Data Controller II / Administrative Assistant II</b> City Government of Tanauan Tanauan City, Batangas, Philippines 4232	March 2022 – August 2023
<ul style="list-style-type: none"><li>• Provides services for gathering, disseminating, exchanging, and gaining access to diverse company data and information that is accessible over a network.</li><li>• Collect, examine, and manage data, information, and documents for inclusion and publication in the intranet.</li><li>• Provides hardware and software troubleshooting in every office.</li><li>• Help people get oriented to and trained on using the agency's network and intranet.</li><li>• Carry out further relevant tasks.</li></ul>	
<b>Clerk</b> City Government of Tanauan Tanauan City, Batangas, Philippines 4232	June 2021 – February 2022
<ul style="list-style-type: none"><li>• Carries out basic clerical and organizational duties; encrypts written correspondence, such as letters and reports from the office; receives and sends documents to and from pertinent offices.</li><li>• Oversees the planning and paperwork filing for the Office of the Building Official.</li><li>• Creates and maintains the monthly calendar of activities for the office of the building official, in addition to carrying out other associated duties.</li></ul>	
<b>Sales and Service Representative</b> Inspiro Philippines Manila, Philippines	February 2021 – May 2021
<ul style="list-style-type: none"><li>• Manages incoming calls and customer service inquiries.</li><li>• Generates sales leads that develop into new customers.</li><li>• Identifies and assess customer needs to achieve satisfaction.</li></ul>	
<b>Store Manager</b> Tienda La Familia Store Tanauan City, Batangas, Philippines 4232	December 2019 – January 2021
<ul style="list-style-type: none"><li>• Hiring, training, managing, and evaluating employees</li><li>• Handling finances</li><li>• Preserving financial and statistical records</li><li>• Responding to client inquiries and concerns</li><li>• Controlling price and stock levels</li></ul>	

- Setting and achieving sales goals while increasing profitability and inspiring personnel to do so.
- Provided efficient and effective service at all times to maintain customer satisfaction.