

Robert Genesis N. Santos

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OBJECTIVE:

- Secure a responsible career opportunity to fully utilize my experience and skills, while making a significant contribution to the success of the company.
- Willing to learn, fast learner and a detailed-oriented at managing multiple priorities with a positive attitude

SKILLS:

- Communication skills
- English language fluency
- Fast typing skills
- Basic knowledge of MS Office
- Client relationship management

EXPERIENCE:

On-the-job Training

Bureau of Customs

Subic Bay Freeport Zone

July - September 2022

- Sorted and Organized files and reports.
- Tracked shipments processing through customs and other agencies and obtained clearances.
- Developed and maintained relationships with customs brokers, freights forwarders and customers.
- Encoding single administrative documents.

Catering Assistant Supervisor

Chef's Avenue

#123 Fendler Street, Olongapo City

June 2018 - Present

- Collaborated closely with clients to develop exciting catering menus for memorable events.
- Built lasting, lucrative relationships with community members and leaders through effective communication and active listening skills.
- Analyzed catering orders and interacting with staff to set up equipment, supplies and menus to meet client expectations.
- Visited venues before events to assess kitchen facilities and make thorough labor and equipment plans.

EDUCATION:

College: **Bachelor of Science in Customs Administration**
Lyceum of Subic Bay
Subic Bay Freeport Zone, Zambales
2019 - 2023

Senior High School: Lyceum of Subic Bay
Subic Bay Freeport Zone, Zambales
2016 - 2018

Junior High School: American International School
Upper Cubi-Triboa, District
Subic Bay Freeport Zone, Zambales
2012 - 2016

Elementary: Darwin International School
#40 Pulong Buhangin
Santa Maria, Bulacan
2006 - 2012

PERSONAL DATA:

Date of Birth:	July 15, 1999	Civil Status:	Single
Place of Birth:	Bocaue, Bulacan	Religion:	Roman Catholic

REFERENCES:**Ramiro Aquillo**

Chefs Avenue
Head Chef
#123 Fendler St., Olongapo City
+63 998 3671 559

Camille Mistica

Bureau of Customs
Admin Service Assistant
Bldg. 307 Canal Road, Subic Bay Freeport Zone
+63 948 7243 558

Jan Derrick Lee

Robinsons Bank
Customer Sales/Service Assistant
#16 12th St. East Tapinac, Olongapo City
+63 995 0915 285