

JENNIFER CANO RETOME

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EDUCATION

University of Caloocan City

BSBA Major in Marketing Management

Caloocan City

2011-2017

Polytechnic University of the Philippines

Post Baccalaureate Diploma in Information Technology

Sta. Mesa, Manila City

2022-2023



CAPSTONE PROJECT

Electronic Retail: Rotating staff scheduler and Leave filing management system - Aims to address the inefficiencies and challenges associated with manual staff scheduling in environments experiencing workforce shortage and complex, repetitive processes.

- Conduct interviews and surveys with the client to gather requirements.
- Analyze the existing scheduling processes and identify the problems with team members.
- Set meetings with client together with team members to collect ideas and suggestions and to give a feedback and updates on project.
- Plan and design the architecture of the system, including the front end and back-end interface.
- Help team members to develop the front-end using HTML, CSS and JavaScript.

WORK EXPERIENCE

Watsons Personal Care Store (Phils.) Inc.

Pharmacy Assistant/Stock Analyst

Quezon City

Aug 2017-Jan 2023

- Assisting customers with inquiries, helping them locate products, and providing information on medications.
- Offering basic health advice and information about over-the-counter medications and health products.
- Counting, labeling, and packaging prescriptions under the supervision of pharmacist.
- Handling transactions and maintain the patients records thru ADR (Assess, Dispense and Remind) form.
- Maintaining cleanliness and organization within pharmacy area, ensuring a safe and efficient working environment.
- Ensuring shelves are well-stocked, conducting inventory checks, and ordering stocks through RSIM system as needed to maintain the optimal inventory levels.
- Receive warehouse and direct deliveries and identify potential slow-moving stocks to transfer to other stores.
- Monitor all near expiry items/drugs and return it to vendor by scheduled assign.
- Secure storage and management of high-value inventory items thru log in and out monitoring book.
- Assist superior in end of day transaction by counting the revolving fund and sales, filing of documents and managing bank deposits and do the store clearing before closing the store.
- Representative of the store to participate on a stocktake schedule across multiple stores.

CERTIFICATES AND TRAININGS

Data Analytics 101

Virtual Training

BPI TechVoc Traing Program

(March-April 2023)

- Program is designed to provide foundation knowledge and skills in data analytics

Mobile Application Development

Virtual Training

BPI TechVoc Training Program

(Aug-September 2023)

- Program aims to equip students with the necessary skills to design, develop and deploy mobile application.

Vault Custodian Training

Ayala Fairview Terraces

Watsons Personal Care Store Inc.

(December 2019)

- Training provides procedures for receiving, counting and securing cash.
- Techniques for detecting counterfeit currency.

AWARDS

Phenomenal PACA

SM Fairview Mall 1-19

Watsons Personal Care Store (Phils.) Inc.

February 2018

January 2019

March 2019

August 2019

- Recognized for exceptional performance in cashiering duties.
- Maintained spotless record with no customer complaints.
- Demonstrated unwavering reliability with consistent attendance and punctuality.

Outstanding Marketing Student

University of Caloocan City

Subject : *International and Global Marketing*

March 2017

SKILLS

- Customer Service
- Cashiering
- Microsoft office (Word, Excel, PowerPoint, Access)
- Basic Networking
- IT Documentation
- Basic Knowledge : CSS/HTML
- Basic knowledge : Python, Java, MySQL

REFERENCE

Angelica Fey Sytico

Asst. Sales Manager

BPI / 09166518027

Jalyn Deromol

Store Manager

Watsons / 09761659096

Raymarkim Cabrera

Senior Android Developer

09950351653