WIVINA F. MENDEZ

## 41 ROSAL STREET ZABALLERO SUBDIVISION

LUCANA CITY, PHILIPPINES 4301

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Home number: (042) 7103973

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WORK EXPERIENCES:

1. SIGMUND COHN CORPORATION: 1995 -2008

Supervisor

New York

* Responsible in fine size precious metals wire department diameter starting at .001 to .0004 in inches mostly on Platinum, Wollaston, and Nickel; but also handles other materials that are available in this company.
* Handle products (wire) that have difficulties in wire drawing through the technological processing such as follows; tensile strength, elongation, right resistances with the right size.
* Enable to handle wire department whatever the procedure that the customer order accurately on time or even ahead of time.

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1. TOY’S “R” US: 1993-1995

OFFICE WORK ENCODING REJECT ITEM

New Jersey

* To encode the defect or damage item, keep track on the item by putting them on file through the computer system.
* Customer services if there are customer who are in need of service while I’m on the store area department.
* Assisting the store Manager if the store is in need of service.

1. CALDOR STORE: 1991-1993

ASSISTANT MANAGER

New Jersey

* Acting as Store Manager if the Manager is not around.
* Reassure how the bussiness goes and make sure that each department is in order.
* Handle stock department in order to know how much stock item is available especially on sale item.
* Make sure that staff employee and the regular employees are doing their job.

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1. CIRLE SEAL CONTROL: 1989-1991

QUALITY CONTROLLER

California

* Deal’s with the product of the company such as pressure relief valves.
* Reassure that the assembly department is doing their right kind of job.
* Testing the product if the valves are on the right pressure and assemble the parts as the customer demand with their order.
* Responsible on the problems in the assembly department and product’s that is being return; to determine the cause of their defects.

1. BURGER KING: 1988- 1989

ASSISTANT MANAGER

California

* Responsible in opening the store
* Preparation on the food for the day before the store open.
* Give instruction on the worker for their duties.
* Customer service for those who are in need for assistance.

EDUCATION

Bachelor of Arts and Science major in Psychology

Manuel S. Enverga University Foundation

Philippines 4301

Graduation- March 1985

COMPUTER/OPERATION SKILLS

XP/Vista/Windows 7

References upon Request