

GEMMA A. MARTUS

Edmonton, AB T5E 6Y4 | (780) 709-4174 | martusgemma@gmail.com

SUMMARY OF QUALIFICATIONS

- Two years of work experience as Restaurant Supervisor
- Six years of experience as a Food Service Sales and Merchandising Supervisor
- Nine years of work experience as an Administrative Officer
- Ability to perform management and operations tasks required by the employer
- Organized, professional, adaptive, collaborative, and good people skills
- Ability to communicate effectively in English in written, oral, and listening

EDUCATION

- | | |
|---|---------------------|
| • Hotel and Restaurant Management Diploma
University of San Jose Recoletos, Cebu Philippines | Jun 1992 – Mar 1994 |
|---|---------------------|

WORK EXPERIENCE

Administrative Officer Quivira Properties Inc., Cebu Philippines	May 2014 – Jun 2023
• Assisted in answering client inquiries through verbal, written communications, and visual presentations	
• Organized documents and scheduled appointments needed for clients to sign contracts to lease units	
• Updated the office procedures to properly manage time in handling multiple tasks simultaneously	
Food Service Sales and Merchandising Supervisor Aries Distributors Inc., Cebu Philippines	Feb 2008 – Apr 2014
• Monitored sales and operations of all branches to ensure quality products and services were applied	
• Collaborated in expanding the team's performance to achieve the company's sales target and goals	
• Supervised merchandisers on how they can promote the products by displaying them in certain areas	
Key Account Specialist & Logistic Coordinator – Del Monte Philippines Account Valiant Distributors Inc., Cebu Philippines	Oct 2000 - Aug 2003
Adsia Logistic Inc., Cebu Philippines	Sep 2003 - Jan 2006
Guaranteed Marketing Services	Feb 2005 - Jun 2007
• Assigned to manage sales booking, customer inquiries, analyzing data, and maintaining client accounts	
• Created strategies for marketing products to customers to increase sales within the distribution channels	
• Managed the supply chain and inventory, dispatched, and coordinated deliveries of goods	
• Maintained proper stock inventory level by blending the sales, marketing, and supplier requirements	

Restaurant Supervisor - Taipan Tea House Jelma Philippines Inc., Cebu, Philippines	Aug 1998 – Sept 2000
• Supervised and coordinated activities such as scheduling of staff required by operational needs	
• Trained staff on their specific duties to ensure that they followed the company procedure and food safety	
• Organized and submitted reports about sales, stocks, wastage, and inventory	

VOLUNTEER EXPERIENCE

Kitchen Helper & Food Counter Attendant (Volunteer/Trainee) Mugs & Dough – North Edmonton (owned by relative)	Jul 2023 - present
• Cleans and sanitizes kitchen equipment	
• Assist in basic food preparation	
Cleaner / Housekeeper (Volunteer) Casa Aurora Airbnb, Edmonton (owned by relative)	Jul 2023 - present
• Help clean, vacuum carpets and rugs, sweep and mop floors	
• Make beds, change sheets and replace clean towels and toiletries	