

Rizza Ann Santos

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Pampanga, Philippines
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EXPERIENCE

Sweet Pastry Café — General Manager

Design & implement strategic business plan, present sales, revenue and expenses reports and realistic forecasts, handling 12 franchisees, Overall in charge in Production schedule, Purchasing needs, Social Media Updates. Experienced in preparing and baking a variety of cakes & pastries. Knowledgeable in making coffee, pizza, sandwiches, pasta, and chicken wings

Sweet Pastry Café — Purchasing Manager

Daily inventory of incoming/received ingredients, monitoring of FIFO (First in First out), daily checking of remaining stocks/ingredients.

Sweet Pastry Café — Social Media Manager

Photoshoot, editing, posting, and researching of latest trends on all social media platforms.

Nanox Philippines Inc.— Production Engineer II

Planning of production schedule, daily root-cause analysis for defects, incoming & outgoing quality control or products. (Japanese Company)

SMK Electronics — Production Controller

Production planning, material availability checking, executing new Products. (Japanese Company)

EDUCATION

Don Honorio Ventura State University, Bacolor, Pampanga, Philippines — Bachelor of Science in Industrial Engineering

June 2009 - April 2014

With Distinction Awardee

San Vicente National High School, Lubao, Pampanga, Philippines — Secondary

June 2005 - March 2009

Academic Awardee

SKILLS

Baking knowledge
Recipe creation
Pastry making
Frosting skills
Cake decorating
Creativity
Coffee knowledge
Pizza, Pasta, Sandwiches & chicken wings knowledge
Food safety
Time Management
Microsoft Office
Purchasing Manager
Social Media Manager
Graphic Artist
Content Writer
Content Creator
Photographer
Videographer

AWARDS

Best Term Paper Leader
Don Honorio Ventura State University

Leadership Awardee
San Vicente National High School

LANGUAGES

English, Tagalog/Filipino/
basic Nihongo