

# GEMMA A. MARTUS

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## **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**

May 2014 – Jun 2023

Quivira Properties Inc., Cebu Philippines

- 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**

Feb 2008 – Apr 2014

Aries Distributors Inc., Cebu Philippines

- 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**

Aug 1998 – Sept 2000

Jelma Philippines Inc., Cebu, Philippines

- 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)**

Jul 2023 - present

Mugs & Dough – North Edmonton (owned by relative)

- Cleans and sanitizes kitchen equipment
- Assist in basic food preparation

### **Cleaner / Housekeeper (Volunteer)**

Jul 2023 - present

Casa Aurora AirBnb, Edmonton (owned by relative)

- Help clean, vacuum carpets and rugs, sweep and mop floors
- Make beds, change sheets and replace clean towels and toiletries