



Crystal Grace G. Mendoza

Contact

Address

Bato, Leyte,
Philippines, 6525

Phone

0910-978-3700

E-mail

crystalgracemendoza
0907@gmail.com

Language

English

Filipino

Bisaya [Mother
Tongue]

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. A believer of success comes from hard work.

Work History

06 - 2020 –
01 - 2022

Small Business Owner & Baker – Cakes & Pastries

Bato, Leyte

- Fulfilled customer's needs by completing all purchase orders and customer invoices.
- Promoted business via social media platforms to generate customers and maximize brand identity.
- Provided customer service by resolving problems and calmly responding to changes.
- Monitor daily cash records and inventory for tracking records.

Education

2018 - 2022

Bachelor of Science in Business Administration major in Human Resource Management

Southern Leyte State University – Tomas Oppus Campus – Tomas Oppus, Sogod, Southern Leyte

- Awarded *CUM LAUDE*

Accomplishments & Projects

- Achieved a Balanced Sheet from my Small Business (Sweet and Spice Corner) as part of my Fundamentals Accounting course.
- Academic Scholar – 2nd year [1st Semester]
- Collaborated with team a Digital Marketing (Biznes Baked Co.) as part of our Special Topics in Marketing Management course.

Certifications

2016 – 03

National Certificate II in Food Processing

2022 – 11

Certification of Eligibility pursuant to Presidential Decree no. 907

Skills

Cash Handling

Food Preparation and Safety

Customer Service and Satisfaction

Microsoft Application Proficiency

Business Operations Understanding

Understanding of Human Resources