



JEFFREY S VILLANUEVA

Cooperative Management

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☎ +971 582690980

📍 Sharjah, United Arab Emirates

PROFILE

Dynamic and highly driven professional with a solid academic foundation. I consistently aim for excellence in every task, demonstrating adaptability and resilience in fast-paced, high-pressure settings. My expertise lies in effectively managing people and coordinating projects with complex priorities. I excel at problem-solving and maintain a proactive approach to overcoming challenges, always focusing on delivering exceptional results.

SKILLS

Problem Solving	Adaptability	Critical Thinking	Strong Work Ethics	Collaboration
Time Management	Leadership	Handling Pressure	Creativity	Office Software Proficiency

WORK EXPERIENCE

JOLLIBEE FOODS CORPORATION

July 2022 – April 2024.
Laoag City, Ilocos Norte, Philippines

(Designation: Senior Crew/Administrative Crew)

Responsibilities:

- Providing good customer service and attending to customers' needs
- Taking and serving customers their orders
- Dealing with customer feedback with a positive attitude
- Regular Sanitation
- Lending a hand to different store areas whenever it is needed.
- Stockroom and Fund Custodian
- Production Controller

NUEVA SEGOVIA CONSORTIUM OF COOPERATIVES

Feb 2021- Oct 2021
Batac City, Ilocos Norte, Philippines

(Designation: Accounting Clerk/ Loan Officer)

Responsibilities:

- Assist client for withdrawals and update for Savings deposit, Time Deposits, Share capitals and Books of Accounts.
- Include: Filling of loans and collecting loans.
 - Client withdrawals (Includes: Saving & Time Deposits and Share Capitals.)
 - Responsible for Loan Release
 - Update Book of Accounts
 - Filling Official Receipt and Cash Voucher
- Input Loan Collections

WILCON DEPOT

(Designation: Product Consultant)

Responsibilities:

Sales Consultant that gives 100% service and satisfaction rate by the customers given quality of service.

- Entertain customers.
- Responsible for Customers Orders
- Provide Product Details
- Create and build ideas for Commercial and Residential Design project.
- Provide Convenient Shopping

EDUCATION

Bachelor of Science in Cooperative Management

Mariano Marcos State University, City of Batac, Ilocos Norte, Philippines

2015-2019

Secondary

Marcos National High School, Marcos, Ilocos Norte, Philippines

2010-2015

Elementary

Imelda Elementary School, Marcos, Ilocos Norte, Philippines

2005- 2010

LANGUAGE PROFICIENCY

- Filipino
- English

CERTIFICATIONS

- | | |
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| ❖ Integrated Pest Management eLearning. | (April 11, 2024) |
| ❖ GISP CBT Store Operations. | (March 30, 2024) |
| ❖ eCoBe Refresher 2023 PH. | (January 22, 2024) |
| ❖ Code of Business Ethics | (December 9, 2023) |
| ❖ iCare eLearning Program for JB Senior Crew | (October 6, 2023) |
| ❖ iCare eLearning: Inventory Management (JB SC). | (October 6, 2023) |
| ❖ iCare eLearning: Cash Control System (JB SC). | (October 6, 2023) |
| ❖ JFC Food Safety Course | (August 13, 2023) |
| ❖ Webinar: Creating Safe and Respectful Workplaces | (July 26, 2023) |
| ❖ GISP RENEWAL 2023 | (March 23, 2023) |
| ❖ ROC Code of Discipline | (December 30, 2022) |

REFERENCES

- **Rodney Lester Lopez**
NUEVA SEGOVIA CONSORTIUM OF COOPERATIVE
Branch Manager (Batac Branch) | +639168881392
- **John Harvey L. Ablao**
WILCON DEPOT
Material Manager | +639610854945
- **Mark Alvin A. Martin**
JOLLIBEE FOODS CORPORATION
Assistant Restaurant Manager 1 | +639195389833

DECLARATION

The information furnished above is true to the best of my knowledge and belief. Furthermore, I declare that if you give a chance to serve your organization, I 'will work well with others and prove myself best for the organization.



(SIGNATURE)