

Zoejoy Garcia

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Unit 6, 490 Third Street, London, Ontario, N5V 4A2, Canada

SKILLS PROFILE

A highly organized and efficient individual currently studying the General Business program at Fanshawe College with an overall experience in customer service. Prior work in fast food, casual dining environments, and manufacturing settings. Motivated by challenge and eager to use knowledge and experience gained to learn. Skilled in providing high-level customer satisfaction, efficient and direct communication skills, and experienced in taking initiative in a fast-paced environment.

KEY COMPETENCIES

Customer Service
Proficiency in MS 365
Food and Preparation Service

Warehouse Experience
Assembly
Manufacturing and Packaging

Team Inclusivity
Effective Communication
Strategic Marketing

PROFESSIONAL WORK EXPERIENCE

Food Service Crew Member

10/2022- PRESENT

A&W Food Services

- Took customer orders in person, and by phone and processed cash, credit, and debit payments.
- Experience in opening and closing duties, cash counting, and ensuring the continuity of service during scheduled breaks.
- Fully stocked the front and back of the restaurant.
- Filled in for front and/or kitchen staff as needed.
- Answered customer requests and concerns with composure and ease.

Manufacturing Assembler

05/2023- 08/2023

Trudell Medical International

- Produced and assembled parts and subassemblies to produce finished medical devices.
 - Troubleshoot machinery and made sure production does not stop.
 - Inspected quality on products and have an eye for detail before packaging.
 - Ability to work in a fast paced environment and ensured that product gets out of the plant on time.
 - Upheld an all-time safe and clean work environment.
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EDUCATION

Diploma in General Business

09/2022- 04/2024

Fanshawe College, London, Ontario

- Average of A in all courses
- Actively participated in the Fanshawe Student Union

Highschool Diploma

04/2017- 06/2022

Gymnazo Christian Academy, Manila, Philippines

- Volunteered in the Association of Boy Scouts of the Philippines.
- Actively participated in the glee club and English club.