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To obtain a position that will enable me to use my strong organizational skills, employment background, and ability to work well with other people.

**Employment Records:**

**Tous les Jours Philippines**

SM North EDSA the Block / Trinoma Mall

September 11, 2013 – August 16, 2015

Position: Branch Manager cum Administration Assistant

Responsibilities:

* Bookkeeping Administrative - monitoring and recording expenditures
* Clerical works such as storing, organizing and managing files, word processing, creating spreadsheets and presentations, and filing.
* Preparing Reports and Financial data - Responsible for Weekly Sales Operation Report and Monthly Sales Operation Report.
* Planning and Scheduling of Personnel.
* Do the Inventory and Ordering of stocks for the store.
* Ensure the Quality Standard of Products.
* Responsible for cash cycle (Deposit of Sales, Change Fund, Petty Cash Funds).
* Knows how to handle Point of Sales.
* Attends to customer needs and complains
* Oversee the Entire Bakeshop Operations.

**Joey Pepperoni Pizzeria**

SMNorth Annex/SM Mezza Residence

January 21, 2011- February 28, 2012

Position: Shift Manager

Responsibilities:

* Assists the Restaurant General Manager to oversee the entire operations, or over-all management of the efficiency of the restaurant; acts as the Officer in Charge in the absence of the Restaurant General Manager.
* Ensures the maintenance of product and service standards- Quality, and Cleanliness.
* Ensures customer care, develops and nurtures customer relations.
* Attending to customer concerns
* Cash and Selling Cycle Administration(Deposit Sales, Change Fund Supervision, Sales Report Submission)
* Sets good example to the TEAM to pursue and live out the Mission, Vision, and Values of the Company.
* Direct Supervision of the Restaurant Kitchen, Dining and Administrative Staff.
* Monitoring of employee performance.
* Managing Stock levels and Inventory control.
* Perform other duties required by the Superior.

**Seminars Attended:**

**“Performance Management Workshop”**

Joey Pepperoni Inc

November 28-29, 2011

**“Customer Service 101”**

Joey Pepperoni Inc.

October 11, 2011

**“Empowered Technician” and “Service with a Smile”**

Marikina Polytechnic College

Certificate of Participation (Seminars)February 12-13, 2008

**“Bar Exposure Program”**

T.G.I Friday’s Sta. Lucia East

October 17, 2007

**“NMIS Lakbay Aral”**

Meat Safety Consciousness Week

NMIS Conference Hall

Visayas Ave. Diliman Quezon City

October 17, 2006

**Achievement Received:**

**“Best in Industry Immersion in Food Service Management Technology”**

Marikina Polytechnic College

SY 2008-2009

April 2, 2009

**“PNB Golf Club Scholarship Program”**

Marikina Polytechnic College

SY 2006-2007

June 6, 2006 & March 19, 2007

**Personal Information:**

Date of Birth: October 7, 1987

Sex: Female

Civil Status: Married

Height: 5’4”

Weight: 90 lbs

Language spoken: Tagalog and English

**Educational Background:**

Elementary: **Dulongbayan Elementary School**

Dulongbayan I, San Mateo, Rizal

1994 – 2000

Secondary: **San Mateo National High School**

Guitnangbayan I, San Mateo, Rizal

2000 – 2004

College: **Marikina Polytechnic College**Brgy. Sta. Elena, Marikina City

2005 – 2009

Course: **Bachelor of Technical Teacher Education**

Major in: Food Service Management