**Mary Jade C. Galleros**

**Job Seeker First Name / CV No: 1836096**

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**PROFILE SUMMARY**

A capable, results orientated manager with experience of leading high performance teams and of successfully increasing efficiency and productivity whilst reducing costs and inefficiencies. Ability to keep a level head at all times, nurtures and grow a business, evaluate opportunities and risks and also deliver innovative new solutions to challenges. Possessing excellent client facing and configuration skills and highly successful in helping define company direction, achieving goals and optimizing business.

**PROFESSIONAL OBJECTIVE**

To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

**KEY SKILLS AND COMPETENCIES**

* Excellent hands on management & communications skills.
* Able to communicate and present confidently, clearly and expressively.
* Accustomed to working with senior management.
* Able to think laterally to create options and solutions.
* Skilled negotiator, with proven experience in a commercial environment.
* Computer and Internet Literate (MS Word, Excel, PowerPoint, etc.)
* Resourceful, Proactive and Self Directed
* Excellent team player
* Energetic
* Engaging personality
* Excellent communicator
* Excellent in Administration tasks
* Excellent in Inventory of large stocks from day to day operation.
* Flexible in any tasks
* Excellent in Customer Service
* Responsible in hiring new staff/crews. Also responsible in scheduling of staffs.

**WORK EXPERIENCE**

**JOLIBEE**

**July 2015- June 2016**

*Jeds Manager (JOLLIBEE EXPRESS DELIVERY SERVICES)*

*Food Safety Manager*

*C&S Manager*

*Graveyard Manager*

Gateway Tower Branch

Cagayan de Oro city

Providing leadership and management to the business and fully responsible for the day- to-day running of various departments.Focused on developing programs that deliver efficiencies and playing a leading role in the mobilization, development and implementation of robust operational processes.

**JOLIBEE WORLD SERVICES**

**Mar 2014-July 2015**

*Food Safety Manager*

*C&S Manager*

Divisoria Branch

Cagayan de Oro city

Food Safety Manager will develop and oversee all of the food safety regulations, policies, and procedures. The successful candidate will help to develop, implement and enforce security and food safety standards, policies, programs, regulatory audits, food safety training programs, standard operating procedures (SOP’s), product inspections, and standardized work instructions.

**BIGBY’S CAFE RESTAURANT**

**April -October 2013**

*Server/Bartender*

SM Branch

Cagayan de Oro City

Interact with our guests and ensure they have a great experience when dining at the resort. Restaurant Servers are responsible for positive guest interactions while serving guests in a friendly and efficient manner. At all times, servers are expected to be attentive to our guest needs and making them feels welcome, comfortable, important and relaxed. Servers are expected to have some basic cooking knowledge.

**EDUCATIONAL BACKGROUND**

Tertiary Bachelor of Science in Hotel

June 2009- 2013 Restaurant, and Institution Management

Liceo de Cagayan University

Cagayan de Oro City

March 2013

Secondary Christ the King College

June 2006-2009 Gingoog City

March 2009

Primary Grace Christian School

June 1999-2006 Rodriguez St. Gingoog City

**SEMINARS AND WORKSHOPS ATTENDED**

May 2009 Participant of Local Tour (CDO)

Pryce Plaza Hotel, Malasag Eco-Tourism

May 2010 “Introduction to Hospitality & Tourism Management & Familiarization Tour at Resorts World Manila”

May 2010 Star Cruises Centre, Newport City, Philippines

May 12, 2010 Bar Exposure Program

T.G.I Friday’s Robinson Place

Manila Philippines

January 13, 2010 Panagdait Participant of Chef Wars Competition

January 2011 Panagdait Competition Chef Wars

(Certificate 2011 Silver Medal)

March 2011 Leadership Training and Seminars

(“Jobs Search Management and Pre-Employment Training”, “Work Ethics and Winning Attitude”, “Personal Enhancement, Business and Social Etiquette”, and “Career Planning and Management”)

March 2012 Barista Training

August 2012 KUMBIRA 2012, Marshall

November 2012 and February 2013 OJT/Practicum in Crown Regency Hotel, Ramos Tower, Cebu Philippines (Part of Opening Team)

March 16, 2013 3rd Honor in Qualitative Point Average for School

Year 2012-2013

February 2015 Basic First Aid and Basic Life Support Orientation and Seminar Workshop

September 2015 COCA-COLA Bottlers Philippines Fountain Quality Training

**PERSONAL DETAILS**

Birth date: July 19, 1993

Age : 23

Civil Status: Single

Nationality: Filipino

Height : 5”3 inches

Weight : 50 Kg