**JONATHAN**

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**CAREER OBJECTIVE**

To continue my career with an organization that will utilize my management, supervision and administrative skills to benefit mutual growth and success.

**PERSONAL DATA**

**Date of Birth:**   March 14, 1985

**Place of Birth:** Torrance, California U.S.A.

**Civil status:**   Married

**Religion:** Philippine Independent Catholic Church

**Nationality:** American

**WORK EXPERIENCES**

**Department Manger** WALMART SUPERCENTER

2456 3rd Ave W, Dickinson, North Dakota 58601, USA

July 2015- Present

Job Descriptions:

* Ensuring that operations are carried out properly and in line with laid down rules and regulations.
* Day-to-day responsibilities include checking inventory, ensuring items past the sell-by date are removed, and making sure needed items are in stock.
* Create and merchandise produce displays, making sure only high-quality produce is presented.
* Maintain produce department inventory, negotiating prices with vendors and restocking supplies as needed.
* Supervise employees, providing guidance, scheduling shifts, and handling disciplinary actions as needed.
* Work with the other department managers of the supermarket on store-wide policies, promotions, and in other areas.

**Sales Associate** WALMART SUPERCENTER

2456 3rd Ave W, Dickinson, North Dakota 58601, USA

April 2015- July 2015

Jobs Descriptions:

* Welcoming customers and helping them with locating merchandize within the store.
* Helping the customers to check price of items, and properly arranging products in shelves by categorizing them to make for easy access and display.
* Responsible for restocking the shelves when they are out of products and pass the information for the need to restock to the appropriate department. Place price tags on items and ensure that barcodes are correctly placed.
* Deal with incoming stock deliveries by assisting in unloading trucks and sort out received items and make piles according to types of materials
* Handle stock inventory and make sure that it is accurate by rechecking it.
* Follow company rules and protocols governing top product placement activities
* Ensure that no damaged or expired items are placed on shelves

**Server/ Bartender** CHEVYS FRESH MEX

2436 Solomans Island Dr. Annapolis, MD 21401 USA November 2012- December 2013

Achievements:

Employee of the month award November 2012

Job Descriptions:

* Provided the customers with a pleasant dining experience and quality service.
* Checks identification of customers in order to verify age requirements for purchase of alcohol
* Mixes ingredients, such as liquor, soda, water, sugar, and bitters, in order to prepare cocktails and other drinks
* Plans, organizes, and controls the operations of a cocktail lounge or bar
* Conducted final check of food items prior to serving customers to ensure quality maintenance.
* Ensured the cleanliness of dining area and food items before serving.
* Worked in coordination with other departments to ensure that customers get quality service and satisfaction.

**Pawn Broker** FASTCASH PAWNBROKERS

1940 West st. Annapolis, Maryland 21401 USA

February 2012- August 2012

Job Descriptions:

* Estimated the prices of valuables like jewelry, coins and electronics and lends money to the customer based on that value and carefully determine their condition and worth
* Prepared legal contract where all the terms and conditions of the agreement; along with the interest is mentioned and explaining the whole process so as to avoid any confusion
* Returning the objects after the loan is repaid
* Selling the objects in case the client fails to return the money
* Making inventory on a monthly basis

**Stock Crew/ Back up Cashier** OFFICE DEPOT 2401 Solomans Island rd. Annapolis, Maryland 21401 USA August 2011- February 2012

Job Descriptions:

* Welcome customers, maintain knowledge and help with the selection of merchandise
* Participated in counting store’s physical inventory and ensured stock levels on the sales floor are maintained continually
* Maintained cleanliness of store
* Handled cash, change and operated the cash register; Organized merchandise pricing, signage and coding.

**Food Clerk** SHOPPERS

2371 Solomans Island rd. Annapolis, Maryland 21401 USA

May 2011- March 2012

Job Description:

* Obtains or prepares food items requested by customers.
* Weighs items for defining price, bags or wraps the purchased items of the customer and informed customer of total price of purchases
* Stamps, marks, or tags price on merchandise
* Sets up displays stocks shelves, coolers, counter, bins, tables, freezers, containers, or trays with new merchandise and maintained the cleanliness of the assigned section
* Responsible for the weekly inventory and sending stock request from warehouse or supplier.

**Restaurant** **Server** PAD THAI

38 West Street Annapolis, Maryland 21401 USA

January 2011- April 2011

Job Descriptions:

* Welcome and directed guests to assigned tables
* Served menu cards to customers and getting their orders.
* Promptly served food while ensuring quality and accuracy of orders;
* Attended to the guests throughout their dining experience;
* Maintained cleanliness of restaurant and making sure that the plates and glasses are clean;
* Delivering bill requests; and performed other tasks as assigned.

**EDUCATIONAL BACKGROUND**

**Tertiary level** Bachelor of Science in Hotel and Restaurant Management

Unciano Colleges Antipolo, City Philippines

2005-2007 (Undergraduate)