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| |  | | --- | | Contact Information  [joan.362334@2freemail.com](mailto:joan.362334@2freemail.com)    Personal Information  **Date of Birth:** May 22, 1982  **Place of Birth:** Calapan City, Oriental Mindoro, Philippines  **Civil Status:**  Single  **Nationality:** Filipino | |  | | |  | | --- | | Joan | | Career Objective | | **To join an organization who believes in people and recognized the efforts of its personnel and to gain more knowledge, experience and also for financial and career stability.** |  |  | | --- | | Work Experience | | Supervisor 2011 – 2017  Starbucks Coffee  M.H.Alshaya Co. LLC.  My job contributes to Starbucks success by assisting the store manager in executing store operations during scheduled shifts. This job deploys partners and delegates tasks so that partners can create and maintain the Starbucks Experience for our customers. The incumbent is responsible for modeling and acting in accordance with Starbucks guiding principles.  Summary of Experience :  Customer service experience in a retail or restaurant environment  Quality Control (QC) 2006 – 2011  Epistar Corporation  Taiwan, Republic of China  A **Quality Control** (QC) inspector works for a company to inspect, test, and sample materials, parts, or products for defects and any deviations from specifications. An inspector should be able to interpret blueprints and other drawings that detail product specifications. |  |  | | --- | | Required Knowledge, Skills and Abilities |   • Ability to direct the work of others  • Ability to learn quickly  • Effective oral communication skills  • Knowledge of the retail environment  • Strong interpersonal skills  • Ability to work as part of a team  • Knowledge of Stock Inventory  • Knowledge in Phone and Mails etiquette  • Skills in Computer {Microsoft Office}   |  |  | | --- | --- | | Educational Attainment | | | Degree in Bachelor of Arts  1999-2003 | Major of History  College of Divine Word  Calapan City, Oriental Mindoro  Philipines | |