**Anne**

**Anne.365232@2freemail.com**

**OBJECTIVE**

To work in a well-established Organization and contribute best of my knowledge for the company progress and to provide opportunity for me to learn and grow.

**SPECIAL SKILLS**

* Computer Literate
* Good communication skills
* Teamwork
* Customer Relationship management
* Creativity
* Well Knowledge in POS.

**EDUCATIONAL BACKGROUND**

**Tertiary Level: A.** Bachelor of Science Information Technology *(BSIT)*

 Institute of Creative Computer Technology *(ICCT)*

 V.V. Soliven Ave. Cainta Rizal 2002

 *Undergraduate (Philippines)*

 **B.** Hotel and Restaurant Management *(HRM)*

 Our Lady of Fatima University

 Mansion Heights, Lagro 2005

 *Undergraduate (Philippines)*

**Secondary Level:** Juan Sumulong High School

 18th Ave. Cubao, Quezon City

 High School Graduate. 2002(Grade7-Grade10) (Philippines)

**Employment Record**

***Customer Service Associate (CSA)/Cashier***

Video City Sta. Lucia East Grand Mall, Cainta Rizal

Mar. 15, 2003 to Aug. 15, 2003 (Philippines)

* The Customer Lucia Service Associate (CSA) works in support of the store management team to facilitate the completion of all store level tasks
* Performs a variety of tasks related to different areas of the store including food preparation, cash register duties, customer service, general housekeeping and other related functions.
* The CSA ensures an exceptional customer experience that supports our vision to become “fast casual to go with world class convenience”.

***Foodaba Trading Corporation***

September 2003 – September 2004

**Cashier / Sandwich Artist**

**Subway**

San Juan, Greenhills Philippines

* Subway sandwich artists perform several duties during a typical shift.
* Sandwich artists assist Subway customers with orders, prepare food to customer specifications, operate cash registers, and complete other jobs assigned by a Subway manager.
* Sandwich artists with Subway also field customer questions and complaints about personnel or products.
* Subway sandwich artists may need to complete other duties apart from customer service, including cleaning and stocking.
* Sandwich artists at Subway may need to clean kitchen, restaurant, and restroom areas as well as stock food goods when supply runs low.
* **Sandwich Artist**

**Cashier / Waitress
Mrs. Fields Café**

San Juan, Greenhills Philippines

* A cashier obtains payment for goods by scanning items, itemizing and totaling customer's purchases.
* Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; operating a cash register.
* Enters price changes by referring to price sheets and special sale bulletins .Discounts purchases by redeeming coupons.
* Collects payments by accepting cash, check, or charge payments from customers; making change for cash customers.
* Verifies credit acceptance by reviewing and recording driver's license number; operating credit card authorization system.

**Pizza Chef Assistant**

**Planet Pita**

San Juan, Greenhills Philippines

* Production of salads, soups, sauces, meats in compliance with applicable recipes and guidelines set forth by management.
* Responsible for proper rotation when using food items to complete tasks that are assigned.
* Required to conform to weekly schedules and clock in/out as per company procedure.
* Comply with proper safety regulations and practices.
* Prepare and cook pizza according to pizza specifications.
* Required to follow labeling, dating and rotation according to pizza specifications.
* Prepare, prep and proof dough according to pizza specifications.

**Cashier**

**TiongSan Department Store & Supermarket**

Balili km. 4 La Trinidad, Benguet 2010-2011 Philippines

* Prepare Enters purchases into cash register to calculate total purchase price.
* Accepts cash, checks, or bankcards for payment; completes check and bankcard transactions according to established procedure.
* Counts money, gives change and issues receipt for funds received.
* Calculates discounts; requests customer identification for certain discounts and receipts as required.
* Maintains sufficient amounts of change in cash drawer.
* Balances cash drawer and receipts; documents discrepancies.
* Keeps register area neat and stocked with necessary supplies.