***MARICOR***

***MARICOR.365397@2freemail.com***

***Career Objective:***

To achieve my goals in life.

***Summary of Skills:***

- Proficient both oral and written communication with computer skills

- Ability to work and communicate with people of different level

- Responsible, committed to professional work

- Independent work with minimal supervision and contribute to team

- Willing to be trained, reliable, and can work in a dynamic environment

***Educational Background:***

2016-present : Master of Arts in Education major in Educational

 Administration

 Capitol University

 Cagayan de Oro City, Philippines

2008 : Bachelor of Science in Secondary Education major in

 General Science

 Tagoloan Community College

 Tagoloan, Misamis Oriental, Philippines

2001 : Del Monte National High School

 Del Monte, Talacogon, Agusan del Sur, Philippines

1997 : Talacogon Central School

 Talacogon, Agusan del Sur, Philippines

***Trainings and Seminar attended:***

November 2009 : Household Services NCII

 TESDA-Pangulong Gloria Scholarships

 Cagayan de Oro (Bugo) School of Arts and Trades

 (27 days)

August 2009 : English Language and Culture

 TESDA-Pangulong Gloria Scholarships

 Cagayan de Oro (Bugo) School of Arts and Trades

 (25 days)

August 2008 : “Teaching with Excellence: A Commitment to

 One’s Purpose in the Classroom”

 Pearlmont Hotel, Cagayan de Oro City, Philippines

***Work Experience:***

**2015-2016** : **Supervisor**

 KFC

 Kuwait Food Company (Americana)

 Abu Dhabi, United Arab Emirates

**JOBS DESCRIPTIONS:**

- Handling the staff with a positive manner managing the store customer oriented coaching and support to a team member

- Ensuring that checklists, requisitions and proper opening and closing functions are being completed each shift.
- Communicate with guests and employees using a positive and clear speaking voice, listen to and understand requests, respond with appropriate actions and provide accurate information.
- Ensuring that all steps of services as outlines in training materials are being followed on a daily basis.
- Ensure that all standards and restaurant cash handling procedures are met.
-Maintain cleanliness of all outlets on a daily basis.
- Ensure all daily and monthly reports are detailed and submitted in a timely matter.

**2010-2015** : **Service Crew/Cashier**

 KFC

 Kuwait Food Company (Americana)

 Abu Dhabi, United Arab Emirates

**JOBS DESCRIPTIONS:**

- Dealing with the customer in customer mania plus with the YES attitude

- Welcome customers as they come into the restaurant

- Help customers to settle down and also take their orders

- Process customers’ orders and generate their bills

- Provide answers to queries presented by clients regarding services and offers made available by the restaurant

- Clean all tables after clients have left and get such tables prepared for the next set of clients

- Serve and pack warm foods to clients in an effective manner and in strict accordance to the orders of such clients

- Assist kitchen staff and outdoor delivery staff whenever such assistance is required

- Maintain chart of all available deals and products periodically and refresh such chart on daily basis.

**June 2009-August 2009** : **Substitute Teacher**

 Sacred Heart Academy

 Bugo, Cagayan de Oro City, Philippines

**JOBS DESCRIPTIONS:**

- Planning, preparing and delivering lessons to all students in the class

- Teaching according to the educational needs, abilities and achievement of the individual students and groups of students

- Adopting and working towards the implementation of the school development plan of the particular school they are giving service in

- Assigning work, correcting and marking work carried out by his/her students

- Assessing, recording and reporting on the development, progress, attainment and behavior of one’s students

- Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students

***Achievements:***

Best in Speed of Service

KFC CHAMPS (Nov. 11, 2013)

Employee of the Month

KFC (July 2013 and August 2013)

Employee of the Month

KFC (December 2012)

***I HEREBY CERTIFY that the facts aforecited are true and correct to the best of my knowledge and belief.***