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 **NATIONALITY: PHILIPPINE
MOBILE NO. +971504753686 / +919979971283**

 **E-MAIL:** **maryangeline.376561@2freemail.com** **CURRENT VISA: EMPLOYMENT**

 **OBJECTIVE**

*To obtain an opportunity that will allow me to take on new roles for additional knowledge, while continuously developing the skills that I gained from my previous job experiences for career advancement.*

 **EDUCATION**

**(2008 – 2011) BS HOME ECONOMICS**

* + - **UNIVERSITY OF THE PHILIPPINES**

Diliman, Quezon City Philippines

 **BS COMMUNITY NUTRITION**

* + - **UNIVERSITY OF THE PHILIPPINES**

 Diliman, Quezon City Philippines

**(2005 – 2007) BS NUTRITION & DIETETICS**

* + - **CENTRO ESCOLAR UNIVERSITY**

Malacanang, Manila Philippines

**(1995 – 2005) WELWORTH PRIVATE SCHOOL – PRIMARY & SECONDARY EDUCATION**

Caloocan City, Philippines

**LANGUAGES**

* Proficient in English and Tagalog.

**JOB EXPERIENCES**

**(SEPTEMBER 2014 – PRESENT) CONSULTANT/ OPERATIONS ASSISTANT**

* **SWEDISHHEALTH FOOD DISTRIBUTION LLC (NUTRIDIET AND DIETSOUQ)**

**BAYSWATER BLDG. BUSINESS BAY, DUBAI CITY UAE**

**DUTIES & RESPONSIBILITIES:**

* Responsible to all client/customer related tasks including client consultation, and presentation of the product.
* Answers all client/customer’s questions, handles follow ups, and resolves complaints. Does up selling and cross selling of the product during consultations.
* Manages all social media platforms of the company.
* Handles B2B and B2C orders. From inquiry to arranging returns and exchanges of products from B2B and B2C clients.
* Performs all sales task such as, but not limited to: preparing purchase orders and issuing of invoices for B2B and B2C clients, does stock count and data entry of stocks for inventory in the office system, placing and processing of orders in the office system, keeps record of cash payments received, and performs after sales support.
* Does office admin tasks like filing and scanning receipts, and legal documents, typing manuscripts, data entry and other documents that need to be kept in the company system for record.
* Performs logistics related tasks: preparing Airway bill shipments, packing and checking the product before shipping out, monitoring shipment, communicates with the shipping company for the status of the deliveries, and updates clients regarding the status of their order.
* Contributes in business development by thinking of various marketing strategies and promotions to increase sales.
* Communicates with suppliers and helps in preparing documents for the import of stocks.
* Reports directly to the CEO.
* Answers calls and emails for the CEO. Checks and prepares Powerpoint presentations as well as managing their day to day schedule and appointment bookings.

**(AUGUST 2014 – SEPTEMBER 2014) NUTRITIONIST ASSISTANT / EXECUTIVE ASSISTANT**
* **POWWER LIVING LLC**

**AL BARSHA, DUBAI CITY UAE**

**DUTIES & RESPONSIBILITIES:**

* Explains and answers questions about the diet program to potential clients.
* Monitors all social media accounts and main website account management.
* Assists the CEO/Dietitian when attending to clients during screening and provision of the diet program.
* Organizes client appointments and performs confirmation calls and emails.
* Does initial screening for clients who want to do the diet program, and updates the existing clients’ weekly progress.
Provides support and encouragement when clients are not following the diet program properly.
* Performs marketing duties such as creating web page advertisements and researching for business development.
* Sets appointments and manages the schedule of CEO/Dietitian.
* Provides support to the CEO/Dietitian – answering emails, phone calls, and editing presentation tools.

**(AUGUST 2013 – MAY 2014) DIET CONSULTANT / KITCHEN HEAD**

* **COHEN’S LIFESTYLE CENTRE (MY LIFESTYLE INC.)**

**BONIFACIO GLOBAL CITY, TAGUIG CITY PHILIPPINES**

**DUTIES & RESPONSIBILITIES:**

* Pioneered the cooking class service (MyLK Cooking Classes) in the company.
* Teaches clients to cook their diet meals efficiently to successfully lose weight.
* Overall in charge of the kitchen from purchasing of materials to stock inventory after each cooking session. From setting a date of the cooking class, researching of what meals to teach, composition of manuals to be used and client invitations, confirmation of attendees, up to the performance evaluation of the cooking session.
* Performs menu planning and food costing for each cooking session. Does purchasing of all ingredients, materials and equipment in the kitchen.
* Assigns dishes/meals to clients with particular medical conditions.
* Researches and generates handouts to be used in the cooking sessions and other published materials by the company (brochures, internet ads, newsletter and articles).
* Composes cooking class module, lesson plans and meal plans that can be used by guest chefs and succeeding cooking instructors.
* Reports directly to the CEO. Discusses customer feedback and improvements that can be done in the cooking classes to improve service.
* Addresses customer complaints.
* Performs personal consultation and follow ups of clients. Performs client screening, and diet program endorsement.
* Answers all queries regarding the diet program.
* Composes a daily written summary of client interaction.
* Does company’s social media account management.

**(APRIL 2013 – JULY 2013) PRODUCTION SUPERVISOR**
	+ **CONTI’SPASTRYSHOP &RESTAURANT**

**TRINOMA MALL, QUEZON CITY PHILIPPINES**

**MAJOR RESPONSIBILITIES:**

* Overall in charge of the kitchen.
* Supervises the performance of the entire kitchen staff during shift.
Prepares work schedules and weekly menu plan of the kitchen staff.
* Does quality control and quality check of the meals during service.
* Performs the morning, midday and evening shift stock inventory.
* Performs forecasting of stocks and places orders in the company’s system.
* Checks, receives and assists in the stock delivery.
* Communicates with the head office commissary regarding the order, delivery and pull out of stocks.
* Reports and contacts service providers for kitchen and equipment related repairs, and other kitchen maintenance procedures.
* Performs the proper opening and closing procedures of the restaurant before the staff enters and leave the premises.
* Performs the opening and closing shift meetings.
* Conducts the standard food taste test set by the management before the service starts.
* Checks the staff’s compliance to the GMP, SOP and HACCP throughout their shift.

**OTHER QUALIFICATIONS & SKILLS**

* + - * Has consultation and customer service skills
			* Has experience in educating and training people.
			* Has experience in organizing booths for events and promotions for brand exposure.
			* Proficient in the use of most MS Applications (MS Word, Excel, PowerPoint, Outlook, Publisher, Paint)
			* Knows how to use most CRM and Order Management/POS programs.
			* Has experience in performing admin, and data entry tasks.
			* Highly organized.
			* Enthusiastic and adaptable.
			* Receptive to learning and a quick learner.
			* Creative and attentive to details.
			* Cheerful, energetic, and a team player.
			* Capable of multi-tasking.