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|  |  |  |  |  |  |  |  |
|  | First Name | : | **REYNOLD** |  |   |  |  |
|  |  |  |  |  |
|  | Nickname | : | **nold** |  |  |  |  |
|  | E-mail Address: | **Reynold.381695@2freemail.com** |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | **Employment History** |  |  |  |
|  | Company Name: | **CARL E. BALITA REVIEW CENTER (CBRC)** |  |  |
|  | Unit | : | Marketing |  |  |  |  |
|  | Division | : | Operations |  |  |  |  |
|  | Location | : | Iligan City, Philippines |  |  |  |  |
|  | Position Title | : | **Marketing Assistant** |  |  |  |  |
|  | Position Level : | Contractual |  |  |  |  |
|  | Specialization : | Clerical / General Administration |  |  |  |  |
|  | Industry | : | Education / Training |  |  |  |  |
|  | Date Joined | : | January 2017 | To | : | Present |  |
|  | Work Description: | Supports the work of the Branch Manager on projects directed at maximizing |  |
|  |  |  | company profits and developing sales strategies or marketing campaigns. |  |
|  |  |  | Helps in organizing Market Research. |  |  |  |
|  |  |  | Provides support for marketing events and exhibitions as required. |  |
|  |  |  | Manages events, books venues, and orders marketing materials. |  |
|  |  |  | Provides a variety of secretarial, clerical, and administrative duties to support. |  |
|  | Company Name: | **NICE HOTEL** |  |  |  |  |
|  | Division | : | Operations |  |  |  |  |
|  | Location | : | Quezon City, Philippines |  |  |  |  |
|  | Position Title | : | **Hotel Supervisor** |  |  |  |  |
|  | Position Level : | Regular |  |  |  |  |
|  | Specialization : | General Administration |  |  |  |  |
|  | Industry | : | Hotel |  |  |  |  |
|  | Date Joined | : | November 2013 | To | : | November 2016 |  |
|  | Work Description: | Supervised the Housekeeping, F&B, and Front Office Departments of the Hotel. |  |
|  |  |  | Orient and trained the employees on their daily responsibilities and duties. |  |
|  |  |  | Made marketing strategies, example: food costing and advertising, etc. |  |
|  |  |  | Conducted weekly meeting in every department to lessen confusion and chaos. |  |
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**Employment History**

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| --- | --- | --- | --- | --- |
| Company Name: | **BURGER KING** |  |  |  |
| Division | : | Operations |  |  |  |
| Location | : | Kuwait |  |  |  |
| Position Title | : | **Assistant Manager** |  |  |  |
| Position Level : | Regular |  |  |  |
| Specialization : | General Administration |  |  |  |
| Industry | : | Restaurant/Catering/Fast Food |  |  |  |
| Date Joined | : | February 2012 | To | : | September 2012 |
| Work Description: | Checked store compliance to all operations processes and procedures, ensuring |
|  |  | that all schedules/checking are being followed. |  |
|  |  | Performed daily safety and temperature audits adhering to standards set by the |
|  |  | Board of Health. |  |  |  |
|  |  | Oversaw floor movements, presentation strategies, and special marketing |
|  |  | campaigns resulting in increase store traffic and profits. |
|  |  | Performed a variety of duties personally and/or supervised employees performing |
|  |  | duties. |  |  |  |
|  |  | Planned and prepared work schedules and assigns employees to specific duties |
|  |  | Performed sales work, took inventories, reconciled cash with sales receipts, kept |
|  |  | operating records, and/or prepared daily record of transactions. |
|  |  | Ensuring the team is delivering good customer service |
|  |  | Dealt inquiries and complaints. |  |  |  |
| Company Name: | **EMMA’S CHICKEN HOUSE** |  |  |  |
| Unit | : | All Branches |  |  |  |
| Division | : | Operations |  |  |  |
| Location | : | Kapatagan, Lanao del Norte, Philippines |  |  |
| Position Title | : | **Assistant Operations Manager** |  |  |  |
| Position Level : | Regular |  |  |  |
| Specialization : | General Administration |  |  |  |
| Industry | : | Restaurant/Catering/Fast Food |  |  |  |
| Date Joined | : | November 2007 | To | : | November 2011 |
| Work Description: | Conducted interviews of applicants and | seminars to newly hired employees. |
|  |  | Provided employees on-going guidance and career counseling as to develop and |
|  |  | advance in their career. |  |  |  |
|  |  | Provided feedback on employee’s performance and conducted performance |
|  |  | appraisals on a regular basis. |  |  |  |

Ensured that each branch have the human and physical resources to undertake their work in an efficient manner.

Conducted sales and stocks audit in every branch Checked and monitored store cleanliness of each branch

Ensured that employees follow the organization’s policies and procedures (for sick or personal leaves, overtime, confidentiality about the organization’s information, etc.).

Made a standard manual operation in every station.

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|  |  |  | **Employment History** |  |  |
| Company Name: | **VIVA – VIDEO CITY** |  |  |  |
| Unit | : | Branch |  |  |  |  |
| Division | : | Operations |  |  |  |
| Location | : | Iligan City, Philippines |  |  |  |
| Position Title | : | **Supervisor** |  |  |  |
| Position Level : | Regular |  |  |  |
| Specialization : | General Administration |  |  |  |
| Industry | : | Entertainment |  |  |  |
| Date Joined | : | July 2000 | To | : | September 2007 |
| Work Description: | Ensured that employees follow the organization’s policies and procedures (for |
|  |  | sick or personal leaves, overtime, confidentiality about the organization’s |
|  |  | information, etc.). |  |  |  |
|  |  | Followed policies and procedures for carrying out supervisory responsibilities |
|  |  | (policies and procedures for hiring, termination, promotions, etc.) |
|  |  | Opened a new role by getting authorization from top management and required |
|  |  | communication and justification for funds to fill new position. |
|  |  | Reviewed advertisements for job applicant’s resume’s, conducted interviews, and |
|  |  | recommended applicants most suitable for a job offer. |
|  |  | Ensured that job descriptions accurately record the primary responsibilities, |
|  |  | qualifications, and terms for each job role. |  |  |
|  |  | Performed employee job performance management and performance appraisals. |
|  |  | Provided leadership and collaborative direction to all employees. |
|  |  |  |  |  |  |
|  |  |  | **Educational Background** |  |  |
| Level |  | : | Vocational / Diploma |  |  |  |
| Field of Study |  | : | Dairy |  |  |  |
| Major |  | : | Herd Management |  |  |  |
| Location |  | : | Claveria, Misamis Oriental, Philippines |  |
| Duration |  | : | March – June 2008 |  |  |  |
| Level |  | : | Bachelor’s / College Degree |  |  |  |
| Field of Study |  | : | Engineering Technology |  |  |  |
| Major |  | : | Metallurgical |  |  |  |
| Institute/University | : | **MINDANAO STATE UNIVERSITY – ILIGAN INSTITUTE OF TECHNOLOGY** |
| Location |  | : | Iligan City, Philippines |  |  |  |
| Duration |  | : | AY 1994 - 1996 |  |  |  |
| Level |  | : | Secondary Graduate |  |  |  |
| Institute/University | : | **ILIGAN CITY NATIONAL HIGH SXHOOL** |
| Location |  | : | Iligan City, Philippines |  |  |  |
| Duration |  | : | SY 1990 - 1994 |  |  |  |
| Level |  | : | Elementary Graduate |  |  |  |
| Institute/University | : | **DOÑA JUANA ACTUB LLUCH MEMORIAL SCHOOL** |
| Location |  | : | Iligan City, Philippines |  |  |  |
| Duration |  | : | SY 1984 - 1994 |  |  |  |
|  |  |  |  |  |  |  |