

## I. WORK EXPERIENCE

JOB ONE		
Company	Period Covered	Reason For Leaving
Fresh N Famous Foods Corp. (Greenwich)	January 2007 - present	
JOB DESCRIPTION   MAIN CONTRIBUTIONS		
<p>Manager. As a manpower manager, my responsibilities included hiring, training, and scheduling. I conducted station meetings as needed and cascaded updates regarding new standards or procedures. As Kitchen Manager, I'm in charge of forecasting and ordering stocks weekly, based on sales targets. I see to it that all my kitchen staff are trained and well equipped for store operations. I have to make sure that stock level is just enough, not too much and no run outs too. I check every now and then if my people are knowledgeable about kitchen standards and if they have mastered their day to day tasks in their respective stations. I devise corrective action plans for any standard deviation noted in our ratings or visits by area managers. I am also in charge of product launchings: ordering new raw materials, checking readiness and assigning tasks to ensure excellent execution. I do mid month and month end inventories and consolidate with our accountant for our Cost of Sales. I also oversee flow of operations on a shift basis. Problem solving and decision making tasks are encountered daily.</p>		

JOB TWO		
Company	Period Covered	Reason For Leaving
Conqueror International (Rusty Lopez)	May 2004 – December 2005	Career growth
JOB DESCRIPTION   MAIN CONTRIBUTIONS		
<p>Operations Assistant for Mindanao. Main responsibilities are preparing papers for the opening of new branches within Mindanao. Ensuring stock availability upon opening, and training supervisors of newly opened stores. Hands on accounting of sales and stocks movement. Screening, Hiring and training new staff. Going around different branches to check on operations and recommends action plans for any problem encountered in the store. Direct contact of our head office in manila for any concerns. Decision making tasks in the absence of our operations manager, who's based in the head office.</p>		

## II. TECHNICAL SKILLS:

*(Level of Proficiency Guide: 0 = None; 1 = Heard About It; 2 = A Little Experience; 3 = Beginner; 4 = Intermediate; 5 = Advanced)*

Skill	Years of Experience	Level of Proficiency
SEO Writing	0	1
SEO	0	1

**III. ADMINISTRATIVE SKILLS:**

Skill	Years of Experience	Level of Proficiency
Organizing	5	4
Staffing	3	5
Scheduling	3	5
Skills comprehension	5	4

**IV. COMPUTER SKILLS:**

Skill	Years of Experience	Level of Proficiency
MS Office applications	6	4
HTML	0	1
Touch typing	6	4

**V. EQUIPMENT OPERATED:**

Equipment	Years of Experience	Level of Proficiency
SE Nuke	0	0
Traffic Geysers	0	0
Fax Machine	5	4
POS	3	5

**VI. OTHER SKILLS:**

Skill	Years of Experience	Level of Proficiency
Basic Accounting	0	2
Petty cash transactions	5	5
Writing	0	2
Baking	10	4

**VII. EDUCATIONAL BACKGROUND:**

Level	Degree Earned	School Name/Location	Year Completed
Graduate	Bachelor of Science in Accountancy	Ateneo de Davao University, Jacinto St, Davao City	2004

