

Michelle Leslie T. Manalaysay-Landayan

113 Magsaysay Street, between 6th & 7th Street,
6th Avenue, Grace Park, Caloocan City, 1400, Philippines
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EDUCATION

Education Level: College Degree
Course: Bachelor of Science in Business Administration major in Economics
School/University: University Of The East
Location: Samson Road, Caloocan City, Philippines
Date: June 1994 - October 2001

Education Level: High School
School/University: Araneta University
Location: Monumento Circle, Caloocan City, Philippines
Date: June 1992 – April 1994

Education Level: Elementary
School/University: Philippine Cultural High School
Location: 8th Avenue, Caloocan City, Philippines
Date: June 1982 – April 1992

WORK EXPERIENCES

Position: **Office Manager / Finance and Administration Support**

Duration: June 16, 2006 – June 30, 2018

Company: Rotary Club Of Bagumbayan-Manila

Company Industry: Non-Profit Organization

Location: 2265 Kassel Condominium Unit 2212 Taft Avenue, Manila

Job Description: My task includes but not limited to the following:

- Managing the day-to-day operations of the office
- Organizing and maintaining files and records
- Prepares financial reports, receivables and bank reconciliation
- Planning and scheduling meetings and appointments
- Preparing and editing correspondence and presentations
- Making travel and guests arrangements

Position: **Executive Assistant to the President**
Duration: April 11, 2005 - June 15, 2006
Company: Rotary Club of Manila San Miguel
Company Industry: Non-Profit Organization
Location: #921 G. Masangkay Street, Binondo, Manila

Position: **Shift Manager**
Duration: August 13, 2002 - August 31, 2004
Company: Jollibee Foods Corporation - GTWJ Food Corp
Company Industry: Food Service / Catering / Restaurant
Location: Rizal Avenue, Tañong, Malabon City

Job Description: My primary task is to prepare crew manpower schedule. I also help in making effective sales and marketing strategy of the store. Whenever I am on duty, I make sure that the store is clean and that we establish good customer relation. I am also asked to conduct initial interview for crews and pre-employment orientation and also new products gold standard training.

Position: **Executive Assistant to the President**
Duration: July 1, 2000 - July 31, 2002
Company: Rotary Club of Chinatown Manila
Company Industry: Non-Profit Organization
Location: #160 Sto. Domingo Street, Quezon City

Position: **Service Crew**
Duration: June 15, 1999 - November 15, 1999
Company: North Area Bakeries Inc. - Dunkin' Donuts
Company Industry: Food Service / Catering / Restaurant
Location: 10th Avenue, Caloocan City

Position: **Insurance Coordinator - Secretary**
Duration: April 16, 1998 - January 30, 1999
Company: Philamlife Insurance Company - Tan Associates
Company Industry: Insurance
Location: Suite 501-L State Center Building
#333 Juan Luna Street, Binondo, Manila

Position: **Service Crew**
Duration: December 27, 1997 - April 15, 1998
Company: Golden Donuts Inc. - Dunkin' Donuts
Company Industry: Food Service / Catering / Restaurant
Location: Dapitan Street, Sampaloc, Manila

Position: **Service Crew**
Duration: September 15, 1997 - December 15, 1997
Company: Greenwich Pizza Corp - Green Land Foods Corp
Company Industry: Food Service / Catering / Restaurant
Location: Masangkay St., Binondo, Manila

Position: **Service Crew**
Duration: January 10, 1997 – June 10, 1997
Company: Greenwich Pizza Corporation
Company Industry: Food Service / Catering / Restaurant
Location: Tayuman, Manila

Position: **Service Crew**
Duration: June 12, 1996 - August 12, 1996
Company: Jollibee Foods Corp - Velvet Foods Corp
Company Industry: Food Service / Catering / Restaurant
Location: SM City, North EDSA, Quezon City

Position: **Service Crew**
Duration: August 13, 1995 - December 13, 1995
Company: Jollibee Foods Corp - JTL Blooming Foods Corp
Company Industry: Food Service / Catering / Restaurant
Location: Grand Central, Monumento, Caloocan City

REFERENCES

Mr. Juanito F. Kaw

Past President
Rotary Club of Bagumbayan-Manila
Mobile Number: 0917-777-77-73

Mr. Ian R. Tong

Past President
Rotary Club of Bagumbayan-Manila
Mobile Number: 09178587723

Mr. Manuel Inserto

Immediate Past President
Rotary Club of Bagumbayan-Manila
Mobile Number: 09478908598

PERSONAL DATA

Date of Birth: July 1, 1976
Civil Status: Married
Spouse' Name: Dennis Q. Landayan
Name of Children: Mahdi Denise Lucila M. Landayan
Maden Lucinda M. Landayan
Mandy Lucia M. Landayan