



CARLEEN DECASTRO

CONTACT

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Social Links:

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AREAS OF EXPERTISE

- Business Operations
- Basic Accounting
- Reports Generation and Analysis
- Sales and Marketing
- Microsoft Office

OTHER SKILLS

- Client Focused
 - Process Improvements
 - Change Management
 - Critical Thinking
 - Risk Assessment
 - Problem Solving
 - Event Hosting
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PERSONAL PROFILE

Upbeat and self motivated team leader and trainer with excellent communication skills. My experience includes successfully coordinating with the Top Level Management and Departments in achieving goals in respect to Quality Management, Financial Aspect, Service Enhancement and Sales Achievement. In addition my background includes designing of Business and Marketing Plan for the Business Sustainability and Competitiveness.

WORK EXPERIENCE

THREE R MARKETING AND CONSTRUCTION SERVICES

2017 - PRESENT

SALES SUPERVISOR

- Develop a Business plan and Marketing strategies based on historical records and competitors' analysis to achieve revenue goals.
- Research and monitor competition through market studies and consumers' feedbacks. Identify new business opportunities.
- Design and create powerful presentations for corporate meetings and proposals.
- Monitor and submit sales reports to Top level management. Discuss issues and concerns and provide recommendations.
- Maintain professional and technical knowledge of Sales Executives by designing and conducting seminars and workshops.
- Participate in Industry conventions and conferences as a Business representative.

PRIMEWEST FAST FOOD CORPORATION (JOLLIBEE)

2013-2017

PRODUCT QUALITY MANAGER / FOOD SAFETY

SAFETY OFFICER

- Ensure compliance in the delivery of Quality Products
- Certifies station crew on standard operating procedures, both production process, and food safety.
- Conducts New Product Training
- Create Motivations programs.
- Conducts Performance Appraisal.
- Food Cost Paper Cost In-Charge includes stock monitoring, completeness of raw materials, wastage control, tracking of raw material variances, and Monthly inventory report.
- Monitor compliance with Food safety Guidelines.
- Ensure a safe workplace for employees.
- Create programs and engage employees to ensure safe practices in the workplace.
- Regular Inspection of equipment.

PRIMEWEST FAST FOOD CORPORATION (JOLLIBEE)

2006 - 2013

PARTY HOST / ADMIN / CASHIER

PERSONAL DETAILS

Gender : Female

Date of Birth : September 7, 1984

Civil Status : Single

Height : 5'5"

Weight : 143 lbs.

CHARACTER REFERENCES

JAY DIZON

Primewest Fastfood Corporation

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MENCHIE MONTES

Three R Marketing and
Construction Services

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MARJORIE BERNAL

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JOLLIBEE FOODS CORPORATION

2005– 2006

SMART ASSISTANT / CASHIER

VELVET FOODS CORPORATION (JOLLIBEE)

2004 – 2004

CASHIER

WATSONS PERSONAL CARE

2004 – 2004

SALES CLERK

SAPPHIRE FOODS CORPORATION (JOLLIBEE)

2003–2004

CASHIER

TRIPLE L FOODS CORPORATION (JOLLIBEE)

2003 – 2003

CASHIER

EDUCATION HISTORY

GRADUATE SCHOOL OF BUSINESS

NEW ERA UNIVERSITY

MASTERS IN BUSINESS ADMINISTRATION

Major in Organizational Development

2018 – Present

NEW ERA UNIVERSITY

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Major in Marketing

2009 – 2013

TRAININGS AND SEMINARS

- Bookkeeping, NCIII
- Events Management Services, NCIII
- Practicing Covid-19 Preventive Measure in the Workplace
- Control and Management of COVID-19 in the workplace.
- Embracing Covid-19 Contact Tracing Work
- Covid – 19 Contact Tracing
- Rapid Culture Change: The Bruce Lee Way
- Research Journey in Developing Spinner Innovation Model
- Risk Management: Pragmatic Approach
- Sales and Product Training
- 40H Basic Occupational Safety and Health Training
- 3 Days Hosting Workshop