



# KIMMY R. TACTAQUIN

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Mobile No. (+63) -/945-622-5854

## OBJECTIVE:

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. And also, seeking a management position in a challenging but rewarding organization to deliver exceptional managerial duties which will uplift the company.

## EDUCATION

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### UNIVERSITY OF MAKATI

JP Rizal Extension , Makati City  
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION  
MAJOR IN OFFICE MANAGEMENT  
YEAR 2006-2010

### BENIGNO AQUINO HIGH SCHOOL

Anahaw St. Comembo , Makati City  
2002 – 2006

## WORK EXPERIENCE

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### ASSISTANT MANAGER

Wenphil Corporation  
163 General Ordonez St. Marikina Heights, Marikina City  
FGU Building 28 Floor Ayala Avenue, Makati City  
January 14, 2013 – Up to Present

- Trains, monitors and reinforces food safety procedures to crew members. Ensures all food safety are executed according to company policies and health/sanitation regulations, takes corrective actions, as appropriate.
- Manages food, labor and paper costs and other controllable expenses. Works with restaurant management team to meet profit objectives.
- Executes Company policies and procedures for the control of cash, property, product and equipment. Monitors inventory level to ensure product availability and orders product. Manages and maintains safe working conditions. Ensure execution of preventive maintenance.
- Provides proper training for crew members through established systems and follow too ensure compliance with company standards.
- Ensure proper execution of and compliance with company policies and procedures on assigned shifts. Anticipates and identifies problems and initiates appropriate corrective action.
- Performed other job – related duties as may be assigned or required.
- Monitor task performed by crew to ensure product quality, service, and cleanliness.

- Perform and monitor task in a manner to support total score " SERVICE EXCELLENCE " and " CUSTOMER COURTESY ".
- Performed monthly and daily inventory of all store stocks.
- Responsible in inspecting, assessing and evaluating the quality of newly delivered food and materials.
- Monitors and follows up with crew members in proper food preparation amount, procedure execution and bin chart usage to minimize food cost.
- Monitor labor usage against sales reading and take corrective action where necessary
- Coaches crew members to maximize performance execution.
- Manage and supervise shift handling

### **TRAINING AND SEMINARS ATTENDED**

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Training Center : Wendy's Training Center  
 Address : 163 General Ordonez St. Marikina Heights, Marikina City  
 Title : Managing Profitable Shift  
 February 24-25, 2016

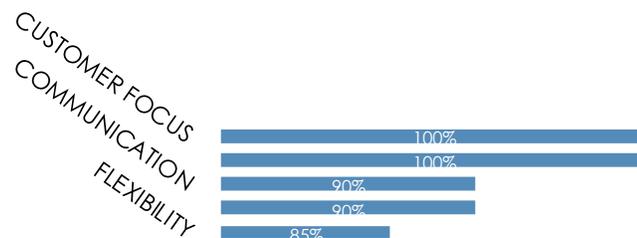
Training Center : Wendy's Training Center  
 Address : 163 General Ordonez St. Marikina Heights, Marikina City  
 Title : ServSafe Certification Examination  
 November 20-21, 2013

Training Center : Wendy's Training Center  
 Address : Wendy's Boni, Edsa Avenue Mandaluyong City , Philippines  
 Title : Running Better Shift (RBS )  
 May 8-9, 2013

Training Center : Wendy's Training Center  
 Address : Wendy's Boni, Edsa Avenue Mandaluyong City , Philippines  
 Title : Go Beyond Hospitality  
 May 19, 2016

### **SKILLS**

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## ADDITIONAL SKILLS

- While I enjoy working independently, I thrive when working in team. I'm excited about working effectively with others to achieve common goals.
- In all my previous roles an eagerness to learn and grow has seen me undertake external training, job shadowing. I look forward to doing the same at your organization.
- I am a perceptive communicator with the capacity to engage, compel and liaise with colleagues.
- Being adaptable and flexible has enabled me to challenge conventional ways of working and learn new and more efficient reporting techniques and diverse workstyle.
- Skilled in relevant computer applications like MS word, MS excel and can manipulate POS.

## PERSONAL INFORMATION

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PERMANENT ADDRESS : 434 ACACIA STREET  
COMEMBO MAKATI CITY  
BIRTH PLACE : MAKATI CITY  
HEIGHT : 5'3"  
WEIGHT : 110 LBS.  
SEX : FEMALE  
CIVIL STATUS : SINGLE  
RELIGION : JEHOVAH'S WITNESS  
NATIONALITY : FILIPINO

## CHARACTER REFERENCES

Given upon request