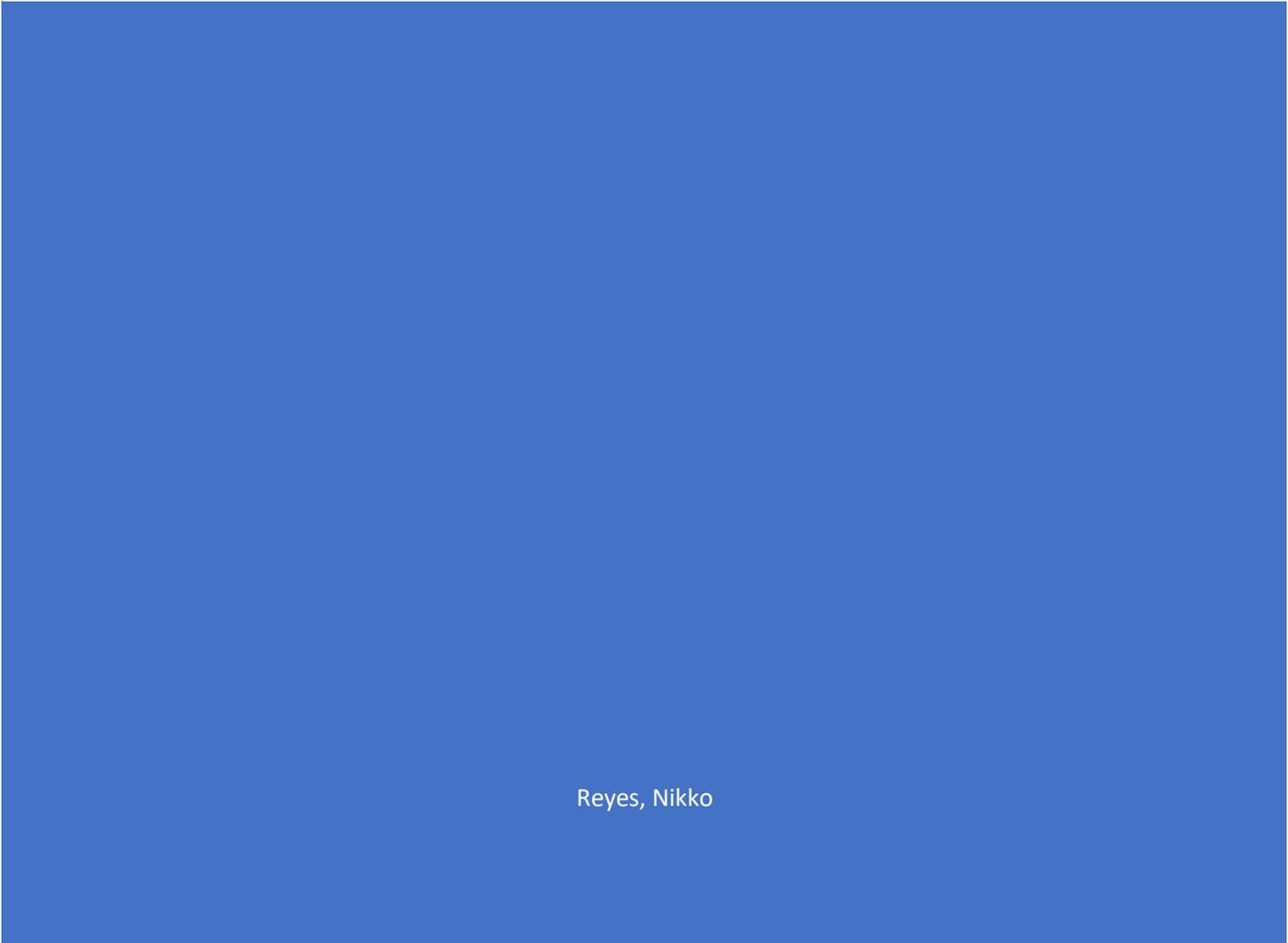




# RESUME



Reyes, Nikko

## NIKKO SANIEL REYES

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### Professional Profile

- Supervisory Experience
  - Proficient use of PC software programs: Microsoft Word, Excel, Power Point, and Outlook
  - Excellent team player with effective communication, leadership and managing skills
  - Fast learner, capable of responsibly working independently
  - A year of experience in a Food Industry which includes assisting customers, preparing ingredients, cooking, preparing beverages either hot or cold, cleaning the store, washing dishes, and lifting kilos of products
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### Education

#### **Bachelor of Science in Business Administration major in Marketing**

Jose Rizal University, Mandaluyong City, Philippines

**June 2014 – April 2018**

- Vice President Internal of Young Marketing Association
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### Supervisory Experience

#### **Assistant Supervisor/Point of Contact**

**Cardinal Health International Philippines Inc, Bonifacio Global City, Philippines**

**March 2019 – Present**

- Overseeing team members' performances all throughout the fiscal year
- Providing effective and efficient customer service to clients
- Evaluating a representative's work/task during quality check
- Coordinating with high priority clients of the company
- Ensuring the effectivity and efficiency of the team
- Supervising a team consists of 15 people
- Conducting meetings with the supervisors, managers, directors, and process owners to discuss special projects and requests.
- Conducting trainings and refreshers to employees

## **Food Industry Experiences**

### **Food Service Attendant**

**Gelatissimo (Affogato Corporation), Makati City, Philippines**

**March 2016 – October 2016**

- Preparing gelato mixtures and do the designing
- Recommending perfect flavors to customers
- Maintaining the relaxing ambiance of the store
- Doing logistics and inventory of the products
- Performing sales campaign every seasons
- Cleaning the tables, windows, and floors

### **Seasonal Barista**

**Starbucks Philippines (Rustan's Coffee Corporation), Bonifacio Global City, Philippines**

**August 2015 – December 2015**

- Preparing beverages for the customers, iced or hot
- Recommending some products that might suit the taste of the customer if they cannot decide
- Maintaining the cleanliness of the store at all times
- Adhering to food safety procedures
- Handling cash and record customers' orders information accurately
- Resolving customer complaints efficiently and quickly as they come up
- Washing dishes and preparing ingredients

## **Other Experience**

### **Verification Specialist**

**Sterling Talent Solutions (Canadian Background Checking Company), Quezon City, Philippines**

**March 2018 – March 2019**

- Provides effective customer service for all internal and external customers by using excellent.
- In-depth knowledge of company products and programs, entering, updating, researching.
- Verifying and/or retrieving data into/from various systems; and ensuring the accuracy and confidentiality of information recorded.
- Contacting references of the applicant.
- Conducting intensive background checking for employment history and education of the applicant.
- Interviewing all Human Resource of the employment history of the applicant