

John Matthew A. Santos

2031 Int 11 Leveriza St. Malate, Manila, Philippines,
Philippines, 1004
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PERSONAL INFORMATION

Permanent Address : 2031 Int 11 Leveriza St. Malate, Manila, Philippines. 1004
Birthdate : August 18, 1995
Birth Place : Makati City
Height : 5'8 ft.
Weight : 187lbs.
Sex : Male
Civil Status : Single
Religion : Roman Catholic
Nationality : Filipino

BENEFICIARY

Beneficiary Name : Amity A. Santos
Relationship : Mother
Permanent Address : 2031 Int 11 Leveriza St. Malate, Manila, Philippines 1004
Contact No. : 0906-315-2034

DEPENDENTS:

Father: Santos, Angelito Sionco
Birthday: July 27, 1960
Birth Place: Malate, Manila
Occupation: Straddle Carrier Operator

Mother: Santos, Amity Arellano
Birthday: December 18, 1967
Birth Place: Malate, Manila
Occupation: House Wife

BROTHERS / SISTERS

Brother: Santos, Dave Duvall Arellano
Birthday: November 28, 1987
Birth Place: Blumentritt, Manila, Philippines
Civil Status: Single
Occupation: Manager

Brother: Santos, Aaron Kunk Arellano
Birthday: June 19, 1989
Birth Place: Blumentritt, Manila, Philippines

Civil Status: Single
Occupation: N/A

Sister: Santos, Nicole Beatriz Arellano

Birthday: November 9, 1991
Birth Place: Malate, Manila, Philippines
Civil Status: Single
Occupation: Online seller

Sister: Santos, Kyla Patricia Arellano

Birthday: September 19, 1999
Birth Place: Malate, Manila, Philippines
Civil Status: Single
Occupation: Student

EDUCATIONAL BACKGROUND

Elementary

School: Aurora A. Quezon Elementary School
Address: San andres St. Malate, Manila, Metro Manila, Philippines

Year [From] - [To]
2002 - 2008

Secondary

School: Jesus Reigns Christian Academy
Address: 811 Julio Nakpil St, Malate, Manila, Metro Manila, Philippines

2008 - 2012

College

Course: Bachelor of Science in Criminology (Graduate)
School: Emilio Aguinaldo College - Manila
Address: 1113-1117 San Marcelino St, Ermita Manila, Metro Manila, Philippines

2012 - 2017

EMPLOYMENT HISTORY

Position: Shift Manager

Company: Golden Arches Development Corporation (Mcdonald's)

Address: 17/F,Citibank Center Building, 8741 Paseo De Roxas Avenue, Makati City, Metro Manila, Philippines

Date: September 5, 2017 – Up to Present

Reason for Leaving: Presently Employed

Job Description / Duties and Responsibilities:

- Maintains staff by recruiting, selecting, orienting, and training employees; maintaining a safe, secure, and legal work environment; developing personal growth opportunities.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.
- Establishes strategic goals by gathering pertinent business, financial, service, and operations information; identifying and evaluating trends and options; choosing a course of action defining objectives; evaluating outcomes.
- Accomplishes financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Maintains quality service by enforcing quality and customer service standards; analyzing and resolving quality and customer service problems; identifying trends; recommending system improvements.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

TRAININGS / SEMINARS ATTENDED

Training Center: Mcdonald's Training Learning & Development Center Duration: November 20, 2017 Class #125

Address: Palanca Makati City, Metro Manila, Philippines

Title: Basic People Class

Training Center: Mcdonald's Training Learning & Development Center Duration: January 29, 2018 Class #309

Address: Palanca Makati City, Metro Manila, Philippines

Title: Food Safety Course

Training Center: Mcdonald's Training Learning & Development Center Duration: January 30 to February 2, 2018 Class #128

Address: Palanca Makati City, Metro Manila, Philippines

Title: Shift Management Excellence Course (SMX)

Training Center: Mcdonald's Training Learning & Development Center Duration: September 3 to September 7, 2018 Class #9

Address: Palanca Makati City, Metro Manila, Philippines

Title: Introduction to Department Management Course (IDM)

SPECIAL SKILLS / INTERESTS

- Skilled in major relevant computer applications like MS Word, MS Excel.
- Well-versed in oral and written English and Filipino.
- Reading and poem-writing.
- Typing: 60 words per minute.
- Internet, Email.
- Able to multi-task effectively.

CHARACTER REFERENCES

Jamie Bernadette Diamzon
 People Development Manager
 Mcdonald's Cartimar Branch
 Contact No. 0917-653-3287 / 0939-921-3840

Raquel Viray
 People Development Manager
 Mcdonalds' P Campa Branch
 Contact No. 0936-957-5400

Maria Gemaica Espiritu
Shift Manager
Mcdonald's Quirino Branch
Contact No. 0916-301-5202

Applicant's Signature