

## *DANILYN R. TAMPUS*

*Block 1 Lot 44 Casa Mira Linao*

*Minglanilla Cebu 6046*

*Contact No. +639471492868*



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### **QUALIFICATION SUMMARY**

Highly self-motivated and goal oriented committed to work in fast paced environment with great determination and passion for excellence. Strong work ethics and willingness to workhard to achieve employer's objectives.

### **WORKING EXPERIENCE**

#### **F&B Cashier Gusto Food Hall**

August 27, 2019 – Present

Value Added Facility Management Services Inc.  
Cebu Ocean Park SM Seaside City  
Mambaling Cebu City

- \* Greeting customer
- \* Manage Cash and Sales transaction in dining facility
- \* Promoting services, improving customer satisfaction
- \* Reporting to the restaurant manager
- \* Providing training and assistance to new joined cashier.

#### **Redemption/Customer Service**

November 21, 2018 – December 31, 2018

Marketing Department  
Metro Gaisano Naga  
East Poblacion Naga City, Cebu

- \* Resolve customer complaint via phone
- \* Greet customer warmly and ascertain problem or reason for calling.

#### **Admin Staff**

April 27, 2016 – December 13, 2017

Everbilena Cosmetics Inc  
Sacris Road Bakilid Mandaue City

- \* Doing administrative and Clerical task ( such as scanning, or printing).
- \* Preparing and edting letters, reports, memos and emails.
- \* Providing administrative support to ensure efficient operation of the office.
- \* As a Petty cash custodian, ensure that all petty transaction are reasonable and With approval of the immediate supervisor.
- \* Conduct monthly, quarterly physical inventory of items.
- \* Process necessary Business Permits and other government matters.

**Sales Associate/Cashier**

February 18, 2015 – August 15, 2015

Noel West Bridals  
2<sup>nd</sup> Level SM City Cebu  
North Reclamation Area, Cebu City

- \* Serving customer.
- \* Dealing with customer queries and complaints.
- \* Displaying products.
- \* Helping with special promotions.
- \* Ordering stocks and Overseeing deliveries.

**Customer Service Attendant**

November 8, 2012 – January 10, 2013

Bibo Family Entertainment Center Inc.  
Central Visayas, Philippines

- \* Greeting customer
- \* Maintaining stocks
- \* Process payment, promoting products on offer.
- \* Conduct weekly and monthly inventory.

**Cashier**

September 12, 2007 – December 20, 2007

SM Department Store  
SM Makati branch

- \* greet and acknowledge each customer
- \* provide answers to product and payment-related queries
- \* resolve customer complaints
- \* accurately process sales using cash registers, scanners or equipment
- \* accept cash, checks and bankcards for payment
- \* issue receipts for payments received
- \* maintain a neat, tidy and orderly work area

**Customer Service Attendant**

September 6, 2004 – March 5, 2005

Duties included, cashiering & inventory  
Timezone Entertainment Center  
Ayala Center Cebu

- \* Greeting customer.
- \* Maintaining stocks.
- \* Process payment, promoting products on offer.
- \* Conduct weekly and monthly inventory.

**Service Crew**

Jolly Fortune Foods Corporation  
Jollibee A.S. Fortuna St. Mandaue branch

April 22, 2003 – January 18, 2004

- \* Greeting customer.
- \* taking and delivering orders.
- \* assisting with food preparation.
- \* handling monetary transaction.
- \* solving customer complaints.

**Service Crew**

Golden Lions Foods Corporation  
Jollibee Consolation branch  
North Road Consolation Cebu

May 12, 2002 – October 6, 2002

**Service Crew/Marketing Assistant**

Freemont Foods Corporation  
Jollibee Leon Kilat Colon St. Cebu City

August 18, 2000 – February 6, 2001

**TRAINING ATTENDED****Housekeeping NC II (TESDA)**

Department of Manpower, Development and Placement  
Cebu City

September 23, 2013 – December 18, 2013

**EDUCATIONAL ATTAINMENT**

## College:

Associate in Hotel and Restaurant Management  
University of San Jose – Recoletos  
Magallanes St. Cebu City  
October 12, 2002

## High School:

University of the Visayas  
Colon St. Cebu City  
1998 -1999

## Elementary:

University of the Visayas  
Colon st. Cebu City  
1994 -1995

## **CHARACTER REFERENCES**

**Mr. Dave Jones Teves**  
General Accountant  
Contact # 09567606896

**Ms. Rhea Villareal**  
OIC/Supervisor Ads & Promo Department  
Contact # 489-9257

**Mrs. Kenneth Tura**  
Product Specialist  
Everbilena Cosmetics Inc.  
Mobile # 09255256677

**Ms. Cindy A. Rizal**  
Key Accounts Supervisor  
Mobile # 0932-354-9847

**DANILYN R. TAMPUS**  
Applicant's Signature