

# Jeddalyn M.Cruz

208B Saint Catherine Street Maricaban Pasay City  
Philippines, 4107  
Mobile No.: (63999) 158-7377  
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## PERSONAL INFORMATION

Permanent Address : 208B Saint Catherine Street Maricaban Pasay City  
Birthdate : March 24,1987  
Birth Place : Sapang Palay Proper San Jose del Monte Bulacan  
Height : 5'2 ft.  
Weight : 143 lbs.  
Sex : Female  
Civil Status : Single  
Religion : Roman Catholic  
Nationality : Filipino

## DEPENDENTS:

Beneficiary Name : Teodora M.Cruz  
Relationship : Single  
Permanent Address : 208B Saint Catherine Street Maricaban Pasay City  
Tel. No. : (63999) 159-1923

## BROTHERS / SISTERS

Cruz,Mark Adrian M.	Birthdate: October 20,1991 Birth Place: SJDM Bulacan Civil Status: Married Occupation: Manager
Abrazado, Mary Joy C.	Birthdate: July 11,1993 Birth Place: SJDM Bulacan Civil Status: Married Occupation: Self employed

## EDUCATIONAL BACKGROUND

<b>Elementary</b>	<b>Year [From] - [To]</b>
School: Alacan-Guilig Elementary School Address: Malasiqui Pangasinan	1994- 2000
<b>Secondary</b>	
School: Malasiqui Agno Valley College Address: Malasiqui,Pangasinan Philippines	2000 - 2004

## College

Course: Bachelor of Science in Business Administration 2007 - 2012  
(Major in Operation Management)  
School: STI College (System Technology Institute), Philippines  
Address: Sucat Paranaque, Philippines

## EMPLOYMENT HISTORY

### **Position: 2<sup>nd</sup> Assistant Restaurant Manager**

Company: Jollibee Foods Corporation

Address: Jollibee Plaza, F. Ortigas Jr. Ave., Ortigas Center, Pasig City 1605

Branch Assigned: Jollibee five Ecom Center

Date: February 24, 2019 – Up to Present

Job Description / Duties and Responsibilities:

- Monitoring, Analyzing, and Recommending action plans relating to sales performance.
- Check store preparedness for New product launches.
- Monitor and assess the labor cost management plan.
- Implement the cash control plan and cash control audits.
- Assesses the service system using feedback management system to arrive at insights to improve customer experience.
- Implements the crew learning system.
- Performs production, service, and channels management activities, prepares/facilitates admin tasks as assigned during the shift.
- Conducts initial screening, final on-boarding and orientation of student trainees; evaluates effectiveness of the orientation program.
- Develops, implements, and evaluates Food Safety, Cleanliness and Condition plans on service.

### **Position: 3<sup>rd</sup> Assistant Restaurant Manager**

Company: Jollibee Foods Corporation

Address: Jollibee Plaza, F. Ortigas Jr. Ave., Ortigas Center, Pasig City 1605

Branch Assigned: Jollibee Mall of Asia Main

Date: June 6,2012-February 24 2018

Reason for Leaving: Promoted

Job Description / Duties and Responsibilities:

- Effective management of shift operations
- Gathers data for marketing program development, provides for marketing support requirements, and implement suggestive selling program.
- Check the store preparedness for new product during the shift.
- Tasked to implement Food, Service, Clealiness plans and drive Gold standard consistency compliance during the shift and provides feedback to function holders when needed.
- Monitors crew performance during appraisal and recommends Crew Trainers for certification.

**Position: Service crew/Cashier**

Company: Jollibee Foods Corporation

Address: Jollibee Mall of Asia Main Entertainment

Date: October ,2007 – May 27, 2012

Reason for Leaving: Better Opportunity and Graduated under Aral Kabuhayan Scholarship Program and SEED's

**Job Description / Duties and Responsibilities:**

- Crew Trainer
- Responsible for operating the POS/Cash register in counter service area.
- Assist in the food service operation by prepping the dining room, serving customers, and keeping the tables tidy.
- Assist customer's need and direct them to their table.
- Promotes new product to the customers
  
- Responsible for operating the POS/Cash register in counter service area.
- Assist in the food service operation by prepping the dining room, serving customers, and keeping the tables tidy.

**TRAININGS / SEMINARS ATTENDED**

Training Center: Karina Office Building  
6,2012

Duration: June 6, 2012 –Dec

Address: Karina Bldg. Shaw Blvd. San Antonio Pasig City

Title: Basic Operations Training Program

Computer Base Training: Shift Management

Duration: August 14,2018

Address: Jollibee Five Ecom Branch

Computer Base Training: Institutional Sales Management

Duration: August 14,2018

Address: Jollibee Five Ecom Branch

Computer Base Training: Food Safety Program

Duration: August 26,2019

Address: Jollibee Five Ecom Branch

**SPECIAL SKILLS / INTERESTS**

- Skilled in running production and service management.
- Skilled in Sales management and sales forecasting.
- Skilled in Cleanliness and store condition management.
- Skilled in major relevant computer applications like MS Word, MS Excel.
- Well-versed in oral and written English and Filipino.
- Driving and explore different places.

**CHARACTER REFERENCES**

Charie Gidayawan

Assistant Restaurant Manager 3  
Jollibee Foods Corporation  
Mobile No.: (63950)725-2927

Ruby Rose Orbillo  
Assistant Restaurant Manager 1  
Jollibee Foods Corporation

Mobile No.: (63905)-406-0041



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Applicant's Signature