

JENNICA C. BALITON

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Date of Birth: January 22, 1997



CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self-development and help me to achieve organizational goals.

EDUCATION

Saint Louis University

Baguio City, Philippines

Bachelor of Science in Business Administration Major in Financial Management

June 2013-May 2017



EXPERIENCE

Jollibee Foods Corporation

Manaoag, Pangasinan, Philippines

Assistant Restaurant Manager 3

April 2018 – October 2021



- DCS(Documents Control System)/Training Manager (2019-2020)
 - *Organizing documents for a better and effective filing system*
 - *Designs, implements and evaluates management team office and procedures*
 - *Prepares exam and conduct product training of new product to be launch*
 - *Manages the files and documents of newly hired crew and prepares IFC (Initial, Follow-up, Certification) tool as a guide in their station trainings*
 - *Doing yearly validation of crew with 1 year in the company*
 - *Monitor and evaluates performance of all crew and cross-trained crew with skills and potentials*

- Assistant Product Quality Manager (2018-2020)
 - *Implement and evaluates cost management activities during the shift such as FCPC (Food Cost and Paper Cost), utilities operating, janitorial and office supplies*
 - *Evaluates and implements sales program and monitors performance during shift*
 - *Receive deliveries and implements standards on product acceptance and documentation*
 - *Monitors daily utilities consumption such as electricity, water, gas and wastages*
 - *Conducts physical inventory of stocks and prepares daily inventory reports*
 - *Implements Food Safety, Cleanliness and Condition plans and drives Gold Standard Consistency compliance during the shift*
 - *Complete the daily FSC checklist for monitoring of gold standard products*
 - *Implements and evaluates the "Alagang Jollibee" during the shift*
 - *Maintains confidentiality around sensitive information and terms of agreement*

- Jollibee Express Delivery Services Manager (2021)
 - *Ensures completeness of product being delivered to the customer*
 - *Manages the schedule of riders*
 - *Monitor and evaluates delivery sales per transaction count(TC), Average check of Ironman(#8-7000) and direct calls and expense of gas per motors*
 - *Checks and monitors daily Project Callback to the customers*

SKILLS/QUALIFICATIONS

Computer Skills: MS Office – Word, Excel, Power Point

Qualifications:

Willing to learn and to be challenged

Goal-oriented and can work under pressure

Can work alone or in groups

Language:

Filipino

English

ACTIVITIES AND INTERESTS

Reading books, watching movies and travelling.