

JON LOUISE F. MALINIS

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#93 Salinas, Bacoor City, Cavite 4102, Philippines

PROFESSIONAL SUMMARY

Responsible for overseeing business operations, delegating tasks to the team members, and resolving problems that occur on the shift. Established a set of skills to become an efficient leader after working in the Restaurant Industry for more than 3 years.

EXPERIENCE

RESTAURANT SHIFT MANAGER, McDonald's Philippines, Golden Arches Development Corp.

NOVEMBER 2018 - PRESENT

- Managed food and supplies inventory to keep adequate levels for expected demands.
- Responsible for the ordering of food and supplies twice a week.
- Managed daily operations and supervised more than 20 staff to improve sales performance.
- Balanced the cash register at the end of the shift.
- Engaged dissatisfied customers using tactful approaches and made best efforts to resolve products and store operations problems.
- Enforced quality, safety, and sanitation standards to keep the foodservice operation compliant.

RENTAL ATTENDANT, Cherie's Bicycle & Blade Rental, Virginia Beach, VA, United States

MARCH 2015 – JUNE 2015

- Internship of 700 hours - J1 Visa.
- Assisted customers with selecting optimal products and services.
- Prepared rental invoices, accept payments, tracked items, and processed returned items, including checking for damages and assessing fees.

EDUCATION

BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT

De La Salle University – Dasmariñas

SY 2012 – 2017

PROFESSIONAL CERTIFICATES

- **Customer Experience and Food Quality Management Course**
Golden Arches Development Corp., Makati City, Metro Manila
April 2021
- **Introduction to Department Management Course**
Golden Arches Development Corp., Makati City, Metro Manila
September 2019
- **Shift Management Excellence Course**
Golden Arches Development Corp., Makati City, Metro Manila
April 2019
- **Food Safety Course**
Golden Arches Development Corp., Makati City, Metro Manila
April 2019
- **Basic People Class**
Golden Arches Development Corp., Makati City, Metro Manila
February 2019
- **Dining and Kitchen Basics**
De La Salle University – Dasmariñas, Cavite
May 2014
- **The Art of Flair Bartending 101**
De La Salle University – Dasmariñas, Cavite
August 2013
- **The Art of Barista 101**
De La Salle University – Dasmariñas, Cavite
August 2013

SKILLS

- Inventory Management
- Team Management
- Customer Service Skills
- Administrative Skills
- Profitable Thinking
- Verbal Communication Skills
- Commercial Awareness
- Flair Bartending Skills