

MONICA SALAZAR

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Objective: To obtain a rewarding and challenging career that would utilize my skills and allow me to contribute for the future development of my company.

CAREER/WORKING EXPERIENCE

MANAGER

FEB 17, 2020 - PRESENT
CHOICE GOURMET BANQUET INC.
(McDonald's Franchisee)

Duties and Responsibilities

People Development Manager

- Responsible for training and development programs.
- Conducts follow up trainings to evaluate and assess knowledge.
- Demonstrates and reinforces the leadership behaviors and basic people minimums (uniform, crew schedules, etc.) necessary to gain commitment from crew and leadership.
- Use basic human relations, communications and follow up skills and treating crew people as customers.
- Develops and share knowledge and experience, and train crew.

Customer Experience Manager

- Responsible for business and sales planning and to ensure to give an overall satisfaction to our customer to reflect to have a high profitability that benefits our restaurant.

Food Quality Manager

- Responsible for the Production Systems within the restaurant. This responsibility requires the management of the Inventory and Production system to assist with the delivery of high-quality products to our customers.
- Completeness of stocks and to maintain the accuracy of ordering system. Completes weekly and monthly inventory with Restaurant Manager.

PART-TIME CASHIER

March 18,2017-November 30,2017

SANFORD MARKETING CORPORATION

Duties and Responsibilities

- Provides a positive customer experience with fair, friendly, and courteous service.
- Register sales on cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Bags purchases if needed.
- Maintains a safe and clean environment by complying with procedures, rules and regulations.

PRODUCTION HELPER (Contractual)

September 29,2014 – February 27,2015

REPUBLIC BISCUIT CORPORATION

Duties and Responsibilities

- Responsible for ensuring production standards are met.
- Finalizing biscuits and cakes for repacking.
- Loading and unloading processed biscuits and cakes from production line.

REPACKER (Contractual Piece Rate)

December 24, 2013 – April 24, 2014

JBC FOODS INC

Duties and Responsibilities

- Placing candies into containers.
- Responsible for sealing and labeling.
- Checking correct manufacture and expiry –dates.
- Making sure standard qualities are met.

QUALITY CONTROL AIDE

March 4,2013 – August 16,2013

SUNCREST FOODS INC.

Duties and Responsibilities

- Assisting Quality Control Analysts in conducting tests to make sure standard qualities of cakes are met.
- Examines materials used to make sure quality expectations are met and asses the final product after production.
- Checks the assembly of products during production process.

CLASS/TRAININGS ATTENDED

Shift Leadership Transition Class – March 2022

Food Safety Class – March 2022

Basic People Class – October 2021

Mandatory Virtual Occupational Safety and Health Class- October 2021

Land Transportation Office (On-the-job Training) – November – January 2019

EDUCATION

COLLEGE : Our Lady of Lourdes Technological College
Bachelor of Science in Business Administration
Major in Financial Management
2015-2019

HIGH SCHOOL : Sauyo High School
2006-2011

ELEMENTARY : Dela Paz Elementary School
2000-2006

I hereby certify that the above information are true and correct according to the best of my knowledge and belief.

Monica Salazar

Applicant