MARIA SOLEDAD E. BERNARDO
Property Manager/ Asst. Restaurant Manager
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Summary

Functions well under pressure, deeply committed, excellent team worker; highly motivated toward goal achievement, excellent communication skills; eager to learn and hardworking with 4+ years of experience in handling fastfood restaurant and 2+ years in the administration of the whole village as a Property Manager. Seeking a company that supports work-life balance, and provides continuous training for professional growth.

Work Experience

Amaia Scapes North Point HOAI (ASNPHOAI)
Talisay City
Property Manager/Village Administrator
September 19, 2019 to April 15, 2022

General Function
Overall in charge of the village's daily operations by properly coordinating with security, maintenance, office staff and engineering & architecture teams.

Specific Functions

- Monitor maintenance and security daily activities.
- Attend to homeowners' concerns/complaints and prepare a report.
- Ensure that governmental requirements are being complied with in a timely manner.
- Monitor home improvement's compliance to Deed of Restrictions imposed by the village management.
- Counterchecks accuracy of employees' payroll and benefits.
- Prepare a monthly Powerpoint presentation to be presented during the monthly Board Meeting.

Jollibee Foods Corp- Ponce Group Bacolod
Bacolod City
Shift Manager
May 13, 2008-July 10, 2012

General Function
Ensure smooth store operations by effectively and efficiently managing the 4M's - manpower, machines, materials, and methods.

Specific Functions

- Check crew performance and ensure that they observe SOPs and customers experience Total Customer Service which is what Jollibee has been proud of.
- Ensure that all machines are functioning well and report to maintenance for any defective parts.
- Double-check if available materials are enough for the day's operation and borrow from another store if necessary; check if within shelf-life, and properly stored.
- Properly endorsement of the day's operation and significant events that should know by the next shift.
- Monthly Management Team meetings to plan and strategize in order to meet the store's targets. Also, did presentations using Powerpoint.
- Attend to and resolve customer complaints in a timely manner.
- Encoding of data and monitoring of sales.
- Hire and train crew according to JFC standards.
- Proper plotting and scheduling of manpower based on the day's sales target and achieving labor cost target.

Global Learning Media Corp.
Sta. Cruz, Manila
Accounting Staff
June 2002- March 2003

Functions

- Audit books consigned in different bookstores in Metro Manila
- Encode books/titles sold for the day and check the availability of books in every bookstore
- Analyze data and prepare a summary report of fast-moving or slow-moving books

Skills

Computer skills (MS Word, Excel & Powerpoint), internet savvy, excellent communication skills (English and Filipino), typing skills with 50 wpm typing speed; transcription skills and able to do multi-tasking; data entry & web researching; lead generation and data analysis.

Education

Bachelor of Science in Nursing
West Negros College
Undergraduate (Final Year)

Bachelor of Science in Nursing
Our Lady of Fatima University
June 2003- March 2004

Bachelor of Science in Management
University of the Philippines – Visayas
Graduated 2001