

# JONEL RAQUEPO FERNANDEZ

+63 9452559935

Manzante, Magsingal, Ilocos Sur, Philippines 2730

jonelfernandez95@gmail.com



## CAREER OBJECTIVE

To obtain a management or supervisory position with a market leader that utilizes my experience in product, marketing, sales, and profit management that will effectively utilize acquired expertise, creative talents, and commitment to excellence.

## PROFESSIONAL SUMMARY

Experienced assistant restaurant manager focused on managing day-to-day operation to achieve goals and profitability targets. Highly competent and qualified in shift operation and office administration of a quick service restaurant.

## WORK EXPERIENCES

### Assistant Restaurant Manager 1 Trainee: Production Quality Manager

Jollibee Vigan Plaza Branch

Vigan City, Philippines

January 2022 – Present

#### **Key Responsibilities**

- Supports the Restaurant Manager (RM) in achieving the KRA targets through effective management of shift operation.
- Control inventory, monitor revenues and modify procedures.
- Forecast and order of materials accurately and timely.
- Upgraded template for ordering raw materials and packaging.
- Monitor completeness and condition of equipment and tools.
- Monitor production-related activities and kitchen concerns.
- Ensure food safety compliance of the store.

### Assistant Restaurant Manager 2: Service Quality Manager

Jollibee Vigan Market Branch

Vigan City, Philippines

January 2019 – December 2021

#### **Award Received:**

*Loyalty Award – Certificate of Appreciation (2021)*

In appreciation of Five (5) Meritorious Years of unwavering and dedicated service to the BCS Group (Jollibee Vigan).

#### **Key Responsibilities**

- Supports the Restaurant Manager (RM) in achieving the KRA targets through effective management of shift operation.
- Manpower scheduling and calibrating manning guide to achieve crew labor cost target.
- Recruit staff and oversee staff training.
- Check payroll and timecards.
- Monitor service-related activities and service concerns.

### **Assistant Restaurant Manager 3: Shift Manager**

Jollibee Vigan Plaza Branch

*Vigan City, Philippines*

November 2016 – December 2018

#### **Key Responsibilities**

- Supports the Restaurant Manager (RM) in achieving the KRA targets through effective management of shift operation.
- Implement operational procedures.
- Ensure health and safety regulations are followed.
- Guarantee effective management of shift operation.
- Implement food safety, cleanliness, and condition plans, drive standard consistency compliance during shift and provide feedback to function holders when needed.
- Monitor activities of crew members in station assigned area (kitchen, counter, and dining).
- Perform production, service and channels management activities, prepares/facilitates admin tasks (including fund custodianship) as assigned during the shift.

### **Operations Management Trainee**

Training Store: Jollibee Vigan Plaza Branch

*Vigan City, Philippines*

May 2016 – November 2016

#### **Key Responsibilities**

- Completing all assigned tasks and assisting with day-to-day operations.
- Participating in meetings, workshops, and other learning opportunities.
- Observing and learning from experienced staff members.
- Gaining knowledge of company policies, protocols, and processes.
- Taking detailed notes and listening with Managers and Senior staff.
- Fulfilling any requirements and meeting goals set out at the start of the traineeship.
- Following all company regulations, health, and safety codes.

### **Service Crew**

Red Ribbon Vigan Branch

*Vigan City, Philippines*

April 2015 – December 2015 (SPES – Special Program for Employment of Students)

#### **Award Received:**

*Best in Service – Certificate of Excellence (2015)*

In recognition of outstanding service.

#### **Key Responsibilities**

- Welcome, greet and take orders of customers.
- Cook, portion and assemble food orders.
- Serve customers at counters.
- Wash worktables, cupboards, and appliances.
- Remove trash and clean kitchen garbage containers.
- Sweep and mop floors and perform other duties to kitchen and service staff.
- Clear and clean tables and trays in eating establishments.

## EDUCATION

---

**TERTIARY: Bachelor of Science in Business Administration  
Major in Management Accounting**

University of Northern Philippines  
Vigan City, Philippines  
A.Y. 2012 - 2016

**Awards Received:**

- *School Spirit Award (2016)*  
For active participation and conduct of activities in full support for the realization of the Vision and Mission of the University, the Goal of the College, and the Objectives of the Program.
- *MASA Pageant – 2<sup>nd</sup> Runner Up (2015)*  
In grateful appreciation of his active participation during the screening for participants for the upcoming Mr. & Ms. Sport Fests 2015.
- *Magsingal Association of Hawaii and Maui Scholar (2012-2016)*  
For having an academic excellence and appreciation of hard work and outstanding achievements for the school year 2011 – 2012.

**Organization:** Secretary – HOPE (Honest, Orderly and Peaceful Election)  
Commissioners (University Wide)

Member of Instruction – Federation of Business Administration Students  
Business Manager – Federation of Business Administration Students

**SECONDARY:** The Magsingal Institute

*Magsingal, Ilocos Sur*  
A.Y. 2008 - 2012

**Awards Received:**

- *Valedictorian (2012)*
- *100% Full Scholarship (2008-2012)*

**Organization:** President – Mathematics and Science Club

**PRIMARY:** Manzante Elementary School

*Magsingal, Ilocos Sur*  
A.Y. 2002 - 2008

**Awards Received:**

- *Valedictorian – First Honor (2008)*
- *Second Honor (2007)*
- *Fourth Honor (2003-2006)*

## SKILLS

---

- Knowledgeable in oral and written English
- Skilled in major relevant computer applications like MS Word, MS Excel, and MS PowerPoint
- Special talent for researching and analyzing data effectively
- Demonstrated ability to always remain self-motivated
- Able to manage stress timely and effectively
- Able to work independently and as part of the team
- Flexible in working hours
- Ability to adjust and learn quickly
- Patient and Friendly
- Detail Oriented

## TRAININGS AND SEMINARS

---

- 2022      **Food Safety Program 2022**  
Jollibee Food Corporation
- 2020      **Red Cross Training**  
Philippine Red Cross Safety Services
- 2019      **Food Safety Program 2019**  
**Crisis Management**  
**Integrated Pest Control**  
**Safety and Security Training**  
**Feedback Management System**  
**Building and Equipment Maintenance**  
Jollibee Food Corporation
- 2019      **Food Safety Class for Food Handlers**  
Vigan Culture and Trade Center, Vigan City
- 2018      **Equipment Training of Middleby Supplied Equipment**  
Middleby Service
- 2017      **Food Safety Program 2017**  
**Business Channels Learning Activities**  
**Restaurant Operations Course: Shift Management**  
**Post Mix Operation and Beverage Quality Training (Coca-Cola FEMSA Phil.)**  
Jollibee Food Corporation
- 2016      **Basic Operations Training Program**  
Jollibee Food Corporation
- 2015      **MASA Congress 2015: Parliamentary Procedures, Gender Equality and Team Building**  
Theme: Setting forth MASA 21st Century through Equipping Proactive, Socially Responsible and Globally Competitive Future Professionals  
Management Accounting Students' Association  
University of Northern Philippines
- 2010      **Leadership Seminar and Workshop**  
The Magsingal Institute

## PERSONAL INFORMATION

---

Age                :        26  
Birthdate        :        October 20, 1995  
Civil Status     :        Single  
Religion         :        Roman Catholic  
Birthplace      :        Gumaca, Quezon, Philippines

Height : 5'5"  
Weight : 72 kgs.

## **CHARACTER REFERENCES**

---

**Roy A. Sanglay**

Unit Supervisor

McDonalds (KEI) – Mill Bay Branch

+1 250 30 30

**Junalyn C. Romero**

Restaurant Manager

Jollibee – Bantay and Vigan Branch

+63 9175227140

**Chris Joy P. Supan**

Restaurant Manager

Red Ribbon – Vigan Branch

+63 9178217902

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

  
\_\_\_\_\_  
**JONEL R. FERNANDEZ**  
*Applicant*