

JEREMIAH DIZON

CONTACT



Mexico, Pampanga
Philippines, 2021



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SUMMARY

Hardworking and dedicated individual with a strong drive to deliver excellent customer service. Proactive and excited to work with an environment that offers a greater challenge and the opportunity to help the company advance efficiently and productively.

SKILLS

- Good interpersonal and communication skills
- Works well in a team
- Adaptable and flexible
- High standards on hygiene

EXPERIENCE

Store Supervisor, *Baby Company*

July 2017 – May 2022

Pampanga, Philippines

- Responsible for daily operations of retail store; oversee selling and stockroom area.
- Supervise and mentor staff in customer service, merchandise display, inventory management and merchandise receiving.
- Assists customers to select products to purchase, inform them of current promotions, assists them on queries and resolve customer complaints.

Buffet Attendant, *ADM Asuncion De Grande Catering Services*

January 2017 – June 2017

Pampanga, Philippines

- Prepare and serve buffet products.
- Maintain cleanliness of the buffet station and ensure products are properly replenished.

Shift Manager, *Mang Inasal*

June 2013 – November 2016

Pampanga, Philippines

- Deliver excellent customer service at all times.
- Ensure smooth flow of operation and completion of assigned administrative duties during the shift.
- Ensure team's compliance to company policy on standards for service and food quality.
- Assists customers for any needs and feedbacks.

Warehouse Clerk, *Mandurriao Star Inc.*

October 2011 – March 2013

Pampanga, Philippines

- Document incoming deliveries with discrepancy and organized important documents in warehouse office.
- Assists stock clerks with concern regarding their delivery.

Waiter, *Floral Grande Events and Catering Services*

April 2011 – September 2011

Cavite, Philippines

- Organize the area and set the tables with linen and table appointments.
- Serve guests and attend to their needs.
- Clean up at the events conclusion.

Service Crew/ Cashier, *Jollibee Foods Corporation*

September 2007 – October 2010

Pampanga, Philippines

- Operate POS. Take and assemble customer orders.
- Provide customers with information about products and services.
- Assigned as crew leader who's in charge of training newly hired.

EDUCATION

Bachelor of Science in Hotel and Restaurant Management

Bulacan State University, *Malolos Bulacan*

March 2011