

# Lorelie Gutang

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Deca Homes Phase 2 Bldg. 10 Unit 104

Brgy. Tisa, Cebu City, Cebu



## PROFESSIONAL SUMMARY

Experienced as assistant Restaurant Manager bringing demonstrated success in developing and motivating strong restaurant teams successful at reducing costs, increasing productivity and maximizing customer satisfaction. Years of progressive leadership experience to keep all areas clean and sanitized while managing inventory and preventing waste.

## WORK EXPERIENCE

### 2nd Assistant Restaurant Manager

September 2011 - Present

Freemont Foods Corporation (Jollibee) • Cebu City

#### Duties and Responsibilities:

- Plan, organize, direct, control and evaluate the operations of a store
- Recruit staff and oversee staff training
- Set staff work schedules and monitor staff performance
- Control inventory, monitor revenues
- Resolve customer complaints and ensure health and safety regulations are followed
- Negotiate arrangements with suppliers for food and other supplies
- Overall in charge of the store performance (Food Cost Paper Cost, Deliveries and Monitoring.
- Manage scheduling of Managers
- Ensure Gold Standards results in all food and FOOD SAFETY audits.
- Responsible for all stocks availability.
- Responsible Daily, Weekly, Monthly inventories.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Managed quality assurance program, internal audits and customer surveys.
- Collect product samples regularly and performed detailed quality inspections

## EDUCATION

**Bachelor of Commerce Major in Banking and Finance**  
Southwestern University • Urgello St., Cebu City

Jun 2007 – May 2010

## COMPETENCIES

- Possess excellent listening and interpersonal skills
- Possess excellent communication skills both written and verbal English
- Possess excellent management and leadership skills
- Proficient in using Microsoft applications
- Proficient in managing various tasks and timelines
- Capable in handling stressful situations
- Keen with specific details of my work
- Demonstrate resourcefulness and reliability
- Capable of maintaining confidentiality and respect with other people
- Capable of relating with different types of people
- Possess good initiative and responsibility
- Capable of following company rules and regulations
- Uphold a good working behavior with a high regard of professionalism
- Maintains good relationship with subordinates through proper and high regards in communication, coordination, and cooperation

## CHARACTER REFERENCES

<b>Name</b>	<b>Job Position</b>	<b>Contact Details</b>
Jean I. Aumentado	Jollibee Restaurant Manager	09293486784
Marites C. Orbeta	Jollibee Restaurant Manager	09285597044
Nanette Briones Borbon	Jollibee Area Manager	09988494638
Mikhail Dominic Y. Villano	PRG Learning & Organizational Development Manager	09952102513