

ELAINE MAE M. AGCAOILI

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EMPLOYMENT HISTORY

Company: Domino's Pizza Philippines

Position: Assistant Store Manager

Date: June 4 2018 up to Present

- In charge of quality check on delivered raw materials.
- In charge of ordering and estimating ingredients and supplies
- In charge of overall operations in the absent of Restaurant Manager
- Handles Store cash funds and expenses
- Interact with customers asking for feedbacks and solve customer complains.
- Maintain store cleanliness and sanitation procedures
- Responsible in making team members payroll
- Prepared and submit daily and weekly reports
- Make daily inventory records of our store products and stocks

Company: Domino's Pizza Philippines

Position: Shift Manager

Date: June 4 2015 up to Jun 4 2018

Duties and Responsibilities

- Assigning team member of their work schedules
- In charge of in-store training for newly hired employees
- Training of staff in regard to sanitation and safety procedure of the store
- Facilitate Product Training for new product launching
- Usually doing the opening shift of the store
- Supervise and co-ordinate the activities of team member in preparing and portioning of food

Pizza Hut Philippines

Position: Server

Date: July 2014-February 2015

Duties and Responsibilities

- Greet the customer
- Assist their assign seats
- Order take, suggest and upsells product
- Serve their order
- Stand by and attend to customer request or needs

- Clean tables and set up new table wares for new customer

EDUCATIONAL BACKGROUND

College: Bachelor's Degree

June 2010-April 2014

Course: Bachelor of Science in Hotel and Restaurant Management
major in International Hotel management
La Consolacion College Manila
Legarda, Philippines

High School

June 2008-April 2010

Roosevelt College Marikina
Marikina, Philippines

June 2006-April 2007

St. Mathew College
San Mateo, Rizal, Philippines

Elementary

June 2002-April 2006

The Academy of God's children formerly Jericho Christian School
Marikina, Philippines

TRAININGS & SEMINARS

Date	Training / Seminar Title	Presided By
November 28 2019	Food Waste Management Workshop 2019	EPWMD,WWF and Quezon City Local Government Unit
Nov 8 2019	Basic Pollution Control Officer	Gaby Training Center
October 14 2019	Excellent Customer Service Workshop	3030 DPP INC.
March 2017	Basic Occupational Safety and health	PSSP, INC
July 2017	Food Safety Seminar	DPP, Q.A Department

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ADDITIONAL SKILLS AND CAPABILITIES

- Pizza Making/ Food Production
- POS knowledge
- Flexible and Reliable
- Knowledge in Inventory Management
- Can work under pressure
- Excellent customer service
- Have Driving License
- Has knowledge in Microsoft Office