

# Michelle Gurion

+63995-478-2612

kmgurion@gmail.com

#3 Madayag Street Interior, Natividad, Naguilian

## OBJECTIVE

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To be a part of a group that will allow me to demonstrate my abilities and skills so that I may develop into a more dependable and successful worker who will contribute to the success of the business. To be able to combine all of my experiences to create a solid and positive relationship with clients and colleagues.

## EDUCATION

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### **Bachelor of Science in Business Administration major in Human Resource Development Management**

Jun 2008 - Mar 2012

Don Mariano Marcos Memorial State University • San Fernando

## SKILLS

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- Verbal and written Communication Skills
- Leadership Skills
- Food Handling
- Interpersonal Skills
- Attention to details
- Adaptable
- Computer Literacy
- Cash Handling
- Customer Service

## WORK EXPERIENCE

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### **Food Business Manager**

Dec 2020 - Present

P.I.ZZA Online Store • Naguilian, La Union Philippines

- Taking orders online.
- In charge of the marketing strategy of the store.
- Purchasing and checking inventories of supplies.
- Cash and disbursement management of the store.
- Overall management of the business
- Food handling.
- Supervising and checking staff.

### **Unemployed**

April 2019-Nov 2020

- Got pregnant and decided to become a fulltime mom.

**Cashier**

Nov 2018 - Mar 2019

Wellform Trading Corporation • Baguio City, Philippines

- Facilitated timely and accurate data entry processing on accounting systems.
- Maintained balanced cash drawers with accurate counts before, during, and after shifts.
- Answered incoming telephone calls to provide information and respond to questions.
- Management of the Branch's revolving funds.
- Prepare payments to suppliers.
- Collects cash sales and checks and deposits to the bank.

Unemployed

July 2018- Oct 2018

- Relocated at Baguio City

**Cashier**

Aug 2016 - Jun 2018

Addessa Corporation • Naguilian, La Union, Philippines

- Updated customer accounts with new balances, payment, and transfer information.
- Employed excellent money-handling abilities to operate and balance cash drawer daily.
- Attending to customer complaints related to payments and interests.
- Maintained accurate register totals by carefully counting and securing cash

**CHARACTER REFERENCES**

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Mrs. Lanilyn Florendo  
Branch Manager  
Addessa Corporation  
+639468395083

Mrs. Marilou Quibin  
Finance Supervisor  
Wellform Trading Corporation  
+639177243098

Angelo Ebreo  
Owner  
Healthy You Pharmaceutical Product Distribution  
+639171292353

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



MICHELLE GURION  
Applicant

