

# Ma. Anna M. Diaz



## Career Objectives

I have been working in a food industry for 7 years. Gaining work experiences from my previous roles gave me necessary skills and knowledge to further my career having said that, I aim to secure a position and career opportunity to fully utilized my training and skills, while making a significant contribution to the success of the company.

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Manila Philippines

## EXPERIENCE

**S & R New York Style Pizza** ( Assistant Food Service Supervisor  
*June 2022 – Up to present*

Focus on the Total Quality Products and Inventory Management, Variances of a stocks  
Accomplish the day-to-day activities and reports before the end of shift.

**Mcdonalds Moriones** (2nd Assistant Manager)  
*April 2018 – June 2022*

Focus on training department in terms of launch new product and conduct monthly station verification and trains newly hired service crew.

Targeting the daily sales and control the products and solving the complaints.

**Pancake House** (Team Supervisor)  
*December 2015 – December 2017*

Creating a weekly calendar in terms of assigning them some side duties in their station.

Doing the cashier report every end of shift.

Ordering of stocks and ingredients for the entire shift every other day.

**Breadtalk Philipines** (Cashier)  
*June 2013 – March 2015*

Doing the daily sales reports and counting the money in front of my manager.

Dispense, refill the freshly bake breads on the empty trays of the island bar area display.

## EDUCATION

**Bachelor of Hotel and Restaurant Management**

The National Teachers College  
2008 - 2013

**Secondary School**

Elpidio Quirino High School 2014 - 2016

## SKILLS

- Teamwork
- Leadership
- Time Management
- Multi-tasking Skills
- Good Customer Service
- Team Spirit
- Positive Attitude

## TRAININGS

- Occupational First Aid and Basic Life Support (Philippine Red Cross)  
Oct. 19 - 20, 2022
- Shift Leadership Transition Course (Mcdonalds Philippines)  
Sept. 3 - 5, 2019
- Food Safety Course (Mcdonalds Philippines)  
Sept. 2, 2019