

# SANDRA BONDOC

+639-451-667027

bondocsandra890@gmail.com

951 Caruncho Compound Palatiw, Pasig City, Philippines, 1600

## PROFESSIONAL SUMMARY

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- High energy Shift Manager with over 2 years' experience. Efficient and enthusiastic with strong knowledge of the food and beverage industry. Proficient in managing high-volume operations.

## WORK EXPERIENCE

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### Shift Manager

June 2021 - Present

Shakey's Pizza Asia Ventures Inc • Pasig City, Philippines

- Delegating tasks to restaurant staff and supervising their performance.
- Maintaining a fully-stocked inventory and ordering food supplies, as needed.
- Ensure health and safety regulations are followed
- Track daily costs and revenues.
- Coordinate with suppliers as they deliver food product orders.
- Ensure client satisfaction and gracefully handle any complaints.
- Maintained total restaurant cleanliness for every shift and ensured following shift would have a clean facility for transition.

### Store Supervisor

Feb 2020 - May 2021

Wearable MBC Inc. • Pasig City, Philippines

- Supports the Store Manager in all tasks necessary for the efficient operation of the store.
- Maximizes personal and store sales by providing the highest level of customer satisfaction.
- Ensures that all employees comply with company policies, practices & procedures.
- Ensures that all merchandise is properly and attractively displayed including the maintenance of personal and staff areas of responsibility.

### Store Supervisor

Jun 2018 - Jan 2020

Major Shopping Management Corp. • Mandaluyong City, Philippines

- Communicates stock replenishment needs to the Management team
- Complies with all store/company policies and procedures.
- Ensures all staff understand and comply with all team objectives, performance standards and policies.
- Handles customer escalations and problem resolutions in person and on the phone.
- Ensures smooth and accurate customer processing.

## **EDUCATION**

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### **College**

Rizal Technological University • Pasig City, Philippines

**Jun 2015 - Jun 2020**

### **High School**

Rizal High School • Pasig City, Philippines

**Jun 2011 - Mar 2015**

## **SKILLS**

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- People management
- Problem-solving skills
- Time management
- Verbal communication
- Customer-oriented
- Excellent oral communication
- Flexible
- Team Player
- Supervisory Skills