

# ANGELO C. GORDO

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## Summary:

Detail-oriented Assistant Store Manager Offer more than 5+year Progressive record of accomplishment in leadership roles. And also providing my experience as an equipment and maintenance manager. By helping the store to minimize maintenance and repair that contribute a lot in profit and lost.

## Skills:

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- Sales monitoring
- Product and service knowledge
- Business development understanding
- Retail operations management
- Staff development
- Strategic Planning
- Staff training and development
- Microsoft office expertise
- Plan and daily maintenance
- Training and development

## Experience:

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**Golden arches Development Corporation**  
**MCDONALDS Philippines**  
**Makati Philippines, PH**  
**Assistant Store manager**  
07/2012-01/2018

## Duties and Responsibilities:

- Overseeing the daily operations of a store making sure it runs smoothly and effectively. Include motivating sales teams, creating business strategies, developing promotional material, and training new staff.
- Delegated daily tasks to team members to optimize group productivity.
- Mentored staff to enhance skills and achieve daily targets using hands-on and motivational leadership.
- Directed and led employees, supervising activities to drive productivity and efficiency.
- Collaborated with store manager to develop strategies for achieving sales and profit goals.
- Enforced company policies and procedures to strengthen operational standards across department.
- Organized schedules, workflows and shift coverage to meet expected business demands.
- Maintained inventory accuracy by counting stock-on-hand and reconciling discrepancies.
- Completed inventory control measures to manage and replenish stock, maintain cost levels and meet customer demand.
- Assisted in store opening by setting up office space, computers and cash registers.
- Collaborated with staff to maximize customer satisfaction, streamline procedures and improve bottom-line profitability.
- Work closely with store manager to maintain day-to-day operation.

## Education and Trainings:

### **University of Makati**

Makati City Philippines **Bachelor of Science in Electrical technology**

03/2008-03/2012

- Basic Shift Management Course
- Advance Shift Management Course
- Effective Management Practices
- First aid Training
- Basic Life Support
- Food Safety Course
- People Class

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**Angelo C. Gordo**