

SARAH JANE A. ASUNCION

BRGY. 7 SAN NICOLAS, ILOCOS NORTE, PHILIPPINES, 2901

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CAREER SUMMARY:

Customer-focused and goal oriented store manager with a 6 years of experience serving different customers by creating a warm and friendly environment. Has been hardworking and easily to deal with. Has excellent knowledge of managing a Restaurant operation.

SKILLS :

- Skilled in people development and Team Leadership
- Experienced in a Restaurant business operation - how restaurant operates and runs
- Attention to Detail
- Expert in conflict resolution
- Time management
- Able to work efficiently in a team environment
- Customer service
- Marketing
- Problem solving
- Leadership

WORK HISTORY :

SHIFT MANAGER AND OFFICER IN-CHARGE (7 years)

SAVORY FASTFOOD INC. (CLASSIC SAVORY) - **FEBRUARY 2017 TO CURRENT**

ROBINSONS PLACE, ILOCOS NORTE, PHILIPPINES

- Overall in-charge of store branch.
- Maintains accurate inventory and high sales record monthly.
- Provides high quality of food and excellent customer service.
- Developing staffs to be promoted in a higher positions.
- Manage inventory and food supplies.
- Ensuring all customers are provided with outstanding service.
- Ensuring all dining and kitchen area is organized and maintains high level cleanliness.
- Took orders from customers and serve food, drinks and desserts.
- Checked and get feedback to customers to ensure that they are enjoying their meal – took actions to correct any issues, as needed.
- Established work schedules
- Ensures to hit our given monthly sales target
- Ensuring to have a good results in Food costing and Variance reports.

SECRETARY (6 MONTHS) - JULY 2016 TO DECEMBER 2016

NIRMAL LENDING AND TRADING CORPORATION

BRGY. 7 GIRON B. LAOAG CITY, ILOCOS NORTE, PHILIPPINES

- Answering calls, taking messages and handling correspondence.
- Typing, preparing reports.
- Filling of important documents
- Organising and servicing meetings (agendas).
- Computing of daily money collections.

EDUCATION :

BACHELOR OF SCIENCE IN INDUSTRIAL TECHNOLOGY (Major in FOOD TECHNOLOGY)

Mariano Marcos State University – LAOAG CITY,ILOCOS NORTE, PHILIPPINES - YEAR GRADUATED (2016)

SAN NICOLAS NATIONAL HIGH SCHOOL

BRGY. 24, SAN NICOLAS, ILOCOS NORTE, PHILIPPINES - YEAR GRADUATED (2012)

REFERENCES:

BRYAN TELMO - (+63917-819-3736)

SENIOR RESTAURANT MANAGER – SAVORY FASTFOOD INC.

APRIL ANN ALAYON - (+63912-744-0472)

TEAM LEADER – SAVORY FASTFOOD INC.