

MICHELLE JANE P. LAGRISOLA

Brgy.8, Balayan, Batangas, Philippines 4213

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OBJECTIVE

Secure a responsible career opportunity to fully utilize my experiences and skills, while making a significant contribution to the success of the company.

PERSONAL DATA

Age: 29

Date of birth: June 05, 1994

Gender: Female

Civil Status: Married

Height: 160.02 cm

Weight: 60kg

Nationality: Filipino

Religion: Roman Catholic

EDUCATIONAL BACKGROUND

Tertiary:

2011-2015

Bachelor of Science in Hotel and Restaurant Management

STI College- Balayan

PED Plaza Business Centre

Ermita, Balayan, Batangas

Secondary:

2007-2011

Balayan Colleges

Casiano T. Calalang Street, Palikpikan, Balayan, Batangas

REWARDS AND ACHIEVEMENT

February 27, 2013

(TESDA) Food and Beverage Service NCII

STI College- Balayan

Balayan, Batangas

February 24, 2013

(TESDA) Housekeeping NCII

STI College- Balayan

Balayan, Batangas

June 08, 2014

(TESDA) Cookery NCII
STI Collge- Balayan
Balayan, Batangas

ON-THE-JOB TRAINING

Tagaytay Country Hotel
Food and Beverage Service Attendant & Housekeeper
Olivarez Plaza, E. Aguinaldo Hi-way, Tagaytay, 4120 Cavite

CML Beach Resort and Water Park
Front Desk Agent
Brgy. Nonong Casto, Lemery, Batangas

WORK EXPERIENCE

1. Position: Department Head
Duration: February 16, 2024- Present
Company: Robinsons Supermarket Corporation
Industry: Retail
Country: Philippines
Department: Management

JOB DESCRIPTION:

- Handling of Staff (Merchandisers)
- In charge in promotions
- Inventory management
- Shift Management
- People Management

2. Position: Branch Customer Service Head
Duration: February 2021- August 2021
Company: Motortrade Nationwide Corporation
Industry: Retail
Country: Philippines
Department: Management

JOB DESCRIPTION:

- Branch operation management
- Manpower management
- Inventory management
- Financial/ budget management

Position: **Station Supervisor**
Duration: June 2020- October 2020
Company: Clean Fuel Autogas Inc.
Industry: Gas Station
Country: Philippines
Department: Operations: Management

JOB DESCRIPTION:

- In charge of overall Branch operations.
- Cash handling
- Submission of Daily, Weekly and Monthly report.
- Inventory of products
- Scheduling of Staffs
- Receiving of deliveries

3. Position: Junior Assistant Restaurant Manager

Duration: April 19, 2018- August 1, 2020

Company: Scotland Food Group Corporation

Industry: Fast Food

Country: Philippines

Department: Management

JOB DESCRIPTION:

- Oversee the whole Store Operations
- Manage Staff (Training, Scheduling and Payroll)
- Admin Works (Sales Report, PNL, Inventories, Variances)
- Handling customer complaint

4. Position: Family Relations Manager

Duration: October 30, 2016- May 13, 2017

Company: Golden Arches Development Corporation

Industry: Fast Food

Country: Philippines

Department: Marketing

JOB DESCRIPTION:

- Assist the Restaurant Manager in recruiting LSM (Local Store Marketing) team members. Helps develop and manage the LSM optimum business result for McDonald's restaurant. Leads LSM team in the restaurant in providing a personalized service that creates an atmosphere of fun for children and adults and LSM, crew, and customers.

SEMINARS ATTENDEND

February 21, 2011

Junior Manager Association of the Philippines
Immaculate Conception College

October 08, 2011

1st Convention on Tourism and Hospitality
U.P. Diliman, Manila

October 06, 2012	Housekeeping: International Standard STI College- Balayan
October 21-22, 2013	Hotel Immersion Program Lima Park, Technology Center Malvar, Batangas
February 06, 2013	STI National Youth Convention XMX Convention Center, Pasay City STI College- Balayan
October 12-13, 2013	Hotel Immersion Program Caliraya Resort Club Inc., Laguna STI College- Balayan
October 26, 2015	Front Desk Operations Landcaster Hotel Shaw Blvd., Mandaluyong City, Metro Manila
October 26, 2015	Event Management Landcaster Hotel Shaw Blvd., Mandaluyong City, Metro Manila

I hereby certify that the above information are true and correct to the best of my knowledge, ability and beliefs.

Michelle Jane P. Lagrisola