

## CONTACT ME

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## EDUCATION

**Lakes City Christian School**  
Secondary Curriculum  
Year Graduated-March 2001

## ACHIVEMENTS

- CCDP Class  
(Crew Chief Development Program)  
November 27-28, 2007
- SDP Class  
(Swing Development Program)  
November 24-25, 2008
- BSM Class  
(Basic Shift Management)  
November 15-19, 2009
- ASM Class  
(Advance Shift Management)  
March 18-22, 2012

## AWARDS/ RECOGNITIONS

- Employee of the Year - 2008  
Mc Donald's Kuwait- Jahra II
- Employee of the Month  
January 2008  
Mc Donald's Kuwait- Jahra II
- Employee of the Month  
September 2006  
Mc Donald's Kuwait- Jahra II
- Employee of the Month  
February 2006  
Mc Donald's Kuwait- Jahra II

# Brenze Arche Deriquito

## WORK EXPERIENCE

Administrative Manager October 2015 - Present

### **Sanchie Parties & Prints** Events and Catering Services

- Overseeing daily business operations.
- Developing and implementing growth strategies.
- Training subordinate managers and staff.
- Creating and managing budgets.
- Improving sales strategy.
- Evaluating Performance and Productivity
- Generating reports and giving presentations.

Shift Manager October 2013 - August 2015

### **Mc Donald's Canada / Peace River Alberta**

- Supervising crews and shift leaders and maintaining the highest standards in quality, service, and cleanliness with a constant focus on profitability.
- Manages payroll to meet company labor cost standards
- Controlling inventory to meet company standards.
- Supporting management team and General Manager in their operational decisions
- Maintaining reports and records based on company standards and in full compliance with state and federal regulations.
- Assuming responsibility for cash for all shifts, including bank deposits and ensuring that all cash procedures are properly adhered to maintaining professional appearance and demeanor at all times.
- Ensuring that all sanitation, safety and security policies and procedures are observed and enforced.
- Training subordinate managers and staff and evaluating their performance and productivity.
- Creating and managing budgets.

## SPECIAL SKILLS

- Specialization in a Customer Oriented Services.
- Communication and Consultative Skills.
- Administrative Skills.
- Computer Literate.
- Ability to identify critical issues and respond quickly.
- Flexibility in work duties and schedule.
- Excellent physical stamina and the ability to multitask.
- Event Designer and Coordinator
- Basic Computer Technician and Trouble shooting.
- Printer Technician
- Basic Mechanic and Trouble shooting.
- Basic Welding and Carpentry skills.
- Layout Artist and Graphics design.
- Driving skills

2nd Assistant Manager

November 2005 - April 2013

### **Mc Donald's Kuwait**

- Plan, organize, direct, control and evaluate daily operations.
- Implement operational procedures while supervising a shift.
- Balance cash and complete balance sheets, cash reports
- Ensure health and safety regulations are followed.
- Set staff work schedules and monitor staff performance
- Training and Evaluating Staff performance review.
- Respond to customer complaints.
- Prepare monthly reports of Sales, Equipment, Maintenance Tracking.
- Ensure Food Safety, Store Safety and Security Inventory

Service Crew

August 2002 - November 2005

### **Mc Donald's Philippines**

- Responsible for presenting menus and product promotion updates to customers
- Takes orders and makes recommendations to drive up sales.
- Ensures food quality and safety at all times.
- Handling POS (Point of Sale) to perform cashiering duties
- Assembling food at kitchen area.
- Maintains stock availability, cleanliness and sanitation of the workplace.