

Samantah Inot Peralta

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OBJECTIVES:

To work in a growing company, where exceptional ability to multi-task, work effectively in a team, organize, and meet deadlines are required in providing outstanding support to supervisors and managers.

SKILLS:

- Knowledgeable Microsoft Word, Excel, Power Point
- Manages multiple tasks effectively
- Administrative skills
- Professionalism
- Problem solving
- Customer service oriented
- Has an excellent oral and written communication skills
- Online community exposure and experience

WORK EXPERIENCE:

McDonald's Taft La Salle, Manila City

Owned by: Mc Philips Food Industries. Inc

Contact No. 8523-68-38

Service Crew - May 2013 to May 2015

Job Description:

- Provides exceptional service to the customers.
- Interact with customers.
- Prepare and serve the food and drinks to customers.
- Assisting customer needs.
- Handled Customer Area, Front Counter, Drivethru and Mc Delivery Service stations.

Promoted to

Local Store Marketing Representative - June 2015 to December 2016

Job Description:

- Execute on going in store promotions.
- Responsible for distributing or arranging of marketing materials such as Point of Purchase.
- Responsible for Community Visit.
- Booking and arranging birthday parties.
- Offering new products to the customers.
- Monitors marketing and sales performance.
- Responding to marketing queries via phone or email.

Promoted to

Administrative Assistant - January 2017 up to June 2021

Job Description:

- In charge in Payroll
- In charge in mandatory benefit such as SSS, Pagibig and Philhealth contributions.
- Assisting employees in SSS or Pagibig loan application.
- Assisting the Restaurant General Manager at Crew hiring process.
- Assisting Owner Operator to daily needs.
- Organize Employees files.
- Responsible for filling documents.
- Arrange and assisting Orientation and Meetings.
- Providing reports for Monthly Profit and Loss.
- Encoding of deliveries receipt.
- Reconcile transfer tickets in and out.
- Assisting applicants in submitting of pre-hiring requirements.
- Monitoring daily attendance of the employees for tracking of lates and absences.
- Ordering and Inventory of office supplies and employees uniform.

Promoted to

Shift Manager - June 2022 – Present

Job Description:

- Store Training Coordinator
- Conduct restaurant business plans and manage profitability, sales and promotions.
- Coach crew and managers
- Manage procedural guidelines to ensure that all food safety, sanitation, and security process and policies are executed at all times.

TRAININGS ATTENDED:

- Completed Manager Development Program 1
- Basic People Learning Program Verification
- McDonalds Shift Leadership Transition Class
- McDonalds Food Safety Class
- Red Cross First Aid

EDUCATIONAL BACKGROUND:

Tertiary: City University of Pasay Bachelor in Public Governance Undergraduate

Secondary: Eulogio "Amang" Rodriguez Vocational H.S Food Technology

Primary: Jacinto Zamora Elementary School

PERSONAL DETAILS:

Age: 27 years old

Date of Birth: January 4, 1997

Gender: Female

Nationality: Filipino

Religion: Roman Catholic

Civil Status: Single

Samantah I. Peralta
Applicant