



WORK EXPERIENCE

GOLDEN ARCHES DEVELOPMENT CORPORATION (Mcdonalds)

Shift Manager (Santiago City, Isabela)

July 01, 2023 - Present

Duties and Responsibilities

- Evaluate daily operations
- Plan, organize, direct, control and evaluate daily operations
- Balance cash and complete balance sheets, cash reports and related forms
- Auditing Cashless receipts & discounts
- Conduct performance reviews
- Organize and maintain inventory
- Ensure health and safety regulations are followed
- Participate in marketing plans and implementation
- Monitor staff performance
- Leading/instructing individuals
- Address customers' complaints or concerns
- Recruit, train and supervise staff
- Manage events

A & C INTERNATIONAL RESOURCES INC.

Marketing Assistant (Ermita, Manila)

August 01, 2019 – February 01, 2020

Duties and Responsibilities

- Assisting applying applicants
- Answering queries and concern of the applicants through phone
- Computing and collecting placement fee
- Calling selected applicants to report, to submit requirements and to discuss the salary offer of employer
- Calling applicants to remind them to settle their balances and incomplete documents
- Calling to clinic to follow up the medical result of our applicants
- Checking Emails
- Calling the applicants when is there available date for biometric
- Preparing documents before flight of the applicants

PERSONAL DATA

- Age : 26
- Birth Date : January 23, 1998
- Birth Place : Solano, Nueva Vizcaya
- Civil Status : Single
- Nationality : Filipino
- Height : 5'8
- Weight : 50 Kg

I hereby certify that all above mentioned details are true and correct to the best of my knowledge and belief.

CHYRYL SIONGCO GARCIA
Applicant

CHRYL SIONGCO GARCIA

I aim to obtain the position in a respectable firm where I can fully utilize my talents, knowledge, proficiency and excellent communication and inter-personal skills for the benefit of the firm.



EDUCATION

Tertiary

Bachelor of Science in Business Administration Major in Marketing Management
Aldersgate College, Inc.

Secondary

Solano High School
S.Y. 2010-2014

Primary

Solano East Central School
S.Y 2005-2010



SKILLS

Organized (10/10)



Computer Literate (8/10)



Leadership Skills (10/10)



Adaptability (9/10)



Team Player (10/10)



Mathematics (7/10)



INTERESTS

Foreign Language

Self-study Hangul for 3 months in preparation for a backpacking trip across South Korea.

Travel

Planned and Executed trip across the country to explore different cultures and capture beautiful places.

Watching Movies

Horror, Mystery, Comedy, Thriller, and especially Korean Drama Series.



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Solano, Nueva Vizcaya



Chryl Siongco Garcia



Chrylgarcia23



itsmechryl

AWARDS

- 2nd Placer Team Leader
- 2nd Placer Badminton
- Best in Innovative Product
- 1st Runner up Gabi ng Bagong Marian (Pina smile niyo kami!)

LANGUAGES

- English (8/10)
- Tagalog (10/10)
- Hangul (7/10)