

Shaira Espino Vicencio

71 Enriquez Street, Caingin, City of Malolos,
Bulacan Philippines, 3000
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Skype Id: Shaira Vicencio



Applying for : Fast food Supervisor

PERSONAL INFORMATION

Permanent Address : 71 Enriquez Street, Caingin, City of Malolos, Bulacan Philippines, 3000
Birthdate : July 06, 1996
Birth Place : City of Malolos, Bulacan
Height : 5'0 ft.
Weight : 132 lbs.
Sex : Female
Civil Status : Single with dependent
Religion : Roman Catholic
Nationality : Filipino

EDUCATIONAL BACKGROUND

Elementary

School : Plaridel Elementary School 2002 - 2008
Address : Plaridel, Bulacan, Philippines

Secondary

School : Guiguinto National Vocational High school 2008 - 2012
Address : Guiguinto, Bulacan, Philippines

College

Course : Bachelor of Science in Industrial Technology Major in Food Service
Management 2012 - 2016
School : Bulacan State University
Address : Malolos, Bulacan, Philippines

EMPLOYMENT HISTORY

Position : **Assistant Restaurant Manager 1 Trainee**
Date : September 1, 2023 - Present
Company : Triumvirate Development Corporation
Jollibee Food Corporation

Description : Was single out to handle a variety of manager responsibilities such as supervision of crew activities on shift to ensure that Jollibee standards around people, standard operating procedure during product assembling, cleanliness and exceptional customer service are fulfill.

: Leading and monitoring crew progress during their shift, demonstrate that the customer is top priority and reinforces positive working behaviors with the employees. Leads by example and demonstrate the importance of treating every employee and customer with respect.

: Responds to customer in a friendly manner and with the sense of urgency.

: Responds to customer service complaints or feedback in a timely manner, resolving problems and turning negative situations into positive situation.

: Assist and ensuring that standard operating procedure towards food

production are visibly inclined and in place, display knowledge about food safety, health and security.

: Responsible in shift cash control and ensuring that all store policies are followed during shift. (E.g., cash policies, meal and break policies, and food safety policies)
: Reports to Store Owner and/or Management all the employee performance, negative or positive situation during shift, and the overall business performance in a daily and/or monthly progress.

Position : **Assistant Restaurant Manager 2**
(Product Quality Manager: Kitchen Manager and Food Safety Manager)
Date : March 1, 2022- August 31, 2023
Company : Triumvirate Development Corporation
Jollibee Food Corporation
Description : Was single out to handle a variety of manager responsibilities such as ordering for the weekly usage of the store. Managing Food Cost and Paper Cost effectively, managing utility expenses in a daily basis such as electricity consumption, water bill and gas consumption, overall in charge of Food safety policy implementation, and became known for my trustworthiness and cheerful disposition while simultaneously earning for my family.

Position : **Assistant Restaurant Manager 3**
(Service Manager: Dining Manager, Integrated Pest Control Manager, Counter Manager, Marketing in charge and Drive Thru Manager)
Date : August 1, 2018- March 1, 2022
Company : Triumvirate Development Corporation
Jollibee Food Corporation
Description : Was single out to handle a variety of manager responsibilities such as maintaining the best quality service, crew plotting while monitoring the man hours versus sales, continuous monitoring of average daily sales, overall in charge in cleanliness and pest control officer, and became known for my trustworthiness and cheerful disposition while simultaneously earning for my family.

*Employment Gap History: Due to unexpected pregnancy and gave birth via Cesarean Section last December 17, 2017

Position : **Service Crew**
Date : July 2015- May 2017
Company : Golden Arches Development Corporation
Mc Donald's Restaurant
Description : Was single out to handle a variety of crew responsibilities such as cashiering (operating cash register/accept payment), taking guest orders, preparing and packing of food and drinks for take-out guest. Serving prepared food for inside guest, customer relation related matter, cleanliness in charge of assigned area (cleaning tables, floors windows, counter tops, condiment containers, appliances, etc. and became known for my trustworthiness and cheerful disposition while simultaneously earning my college degree.

- Refine my interpersonal skills working with all types of customers and with other employees.
- Expertly operated a cash register and known for my accuracy in handling large amount of cash.
- Commended for my gracious style of dealing with the public and my courteous approach to customer services.

TRAININGS / SEMINARS ATTENDED

Training Center : Magsaysay Center for Hospitality and Culinary Arts
Date : October 11, 2012
Address : Manila, Philippines
Title : Career Orientation in the Cruise Industry with Cooking Demo on Western Cuisine

Training Center : Bulacan State University
Date : September 06, 2013
Address : Bulacan State University, City of Malolos, Bulacan, Philippines
Title : Pre-Employment Seminar

Training Center : Technical Education and Skills Development Authority (TESDA)
Date : November 23, 2013
Certificate : National Certificate 2
Title : Food and Beverage Services

Training Center : Bulacan State University
Date : January 22, 2015
Address : Bulacan State University, City of Malolos, Bulacan, Philippines
Title : Paradigms with the theme: Literature as a Social Disclosure

SPECIAL SKILLS / INTERESTS

- Skilled in food preparation of different assigned dishes. (American, Italian, and Filipino)
- Skilled in major relevant computer applications like MS Word, MS Excel.
- Well-versed in oral and written English and Filipino.
- Baking cake and pastries.

BENEFICIARY

Beneficiary Name : Vicencio, Ma Rosario Espino
Relationship : Mother
Permanent Address : 71 Enriquez Street, Caingin, City of Malolos, Bulacan Philippines, 3000
Mobile. No. : (63918) 359-5186

Beneficiary Name : Vicencio, Rellie De Perio
Relationship : Father
Permanent Address : 339 San Lorenzo Street, Tabang, Plaridel, Bulacan Philippines, 3000
Mobile. No. : (63936) 496-6322

DEPENDENTS:

Name : Domingo, Maria Zairiah Gale Vicencio
Birthday : December 20, 2017
Birth Place : City of Malolos, Bulacan
Relationship : Daughter

BROTHERS / SISTERS

Sister : Aguilar, Shaina Vicencio
Birthday : August 31, 1998
Birth Place : City of Malolos, Bulacan

Civil Status : Married
Occupation : Nurse

Sister : Vicencio, Shaila Espino
Birthday : July 22, 2003
Birth Place : Sta. Mesa, Manila
Civil Status : Single
Occupation : Student

CHARACTER REFERENCES

Mr. Releandro Del Rosario
Restaurant Manager - Jollibee Foods Corporation
Mobile No.: +63917-106-2435

Mr. Robin Ramos
Assistant Restaurant Manager III - Jollibee Foods Corporation
Mobile No.: +63995-891-6690

Mr. Akira George Gan
Assistant Restaurant Manager III - Jollibee Foods Corporation
Mobile No.: +6397-701-4768



Applicant's Signature

