



JAMIE JESSICA A. PUNO

SKILLS

- Ability to follow instructions and deliver quality results.
- Ability to work under pressure and multitask.
- Successful working in a team environment, as well as independently.
- Flexible and resourceful team player.
- Proficient in using MS Office Applications and Google Documents

PROFILE SUMMARY

Proven success in running the business and managing operations through the implementation of standard operating procedures, and marketing and sales strategies to achieve sales targets and meet customers' needs and expectations.

WORK EXPERIENCE

FOOD SERVICE SUPERVISOR - PRIME CITY HOTEL Angeles City, Pampanga Pippines
(January 2023 - PRESENT)

- Responsible for maximizing efficiency of FSC at all levels without compromising quality.
- Ensure adherence to health and food safety guidelines as well as legal obligations.
- Understanding customer needs to review effective quality control processes and product specifications.

PURCHASING ASSISTANT - MCVSIX ENTERPRISES Apalit, Pampanga Pippines
(NOV. 2020 - NOV. 2022)

- Responsible for ordering and inventory management.
- Ensures the availability of raw materials supplies and deliveries.
- Conducting product research and sourcing new suppliers and vendors.

CONTACTS

Aroma, Sampaloc Apalit,
Pampanga, Philippines

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+639550421910

EDUCATION

ACLC College of Apalit, Inc.
Bachelor of Science in
Business Administration Major in
Financial Management
May 2016

CHARACTER REFERENCE

Mr. Jayson Flores
Restaurant Manager Jollibee Foods
Corporation
Sta. Rita, Macabebe, Pampanga Mobile No.:
09285041413

Mrs. Rose Ann Manansala
HR Manager MCVSIX Enterprises
Apalit, Pampanga
No.: 09363313324

ASSIST. RESTAURANT MANAGER
JOLLIBEE GRAND FOOD HAVEN CORP. Sta.
Rita Macabebe Pampanga Philippines
(FEB 2017 - SEPT. 2019)

Sales and Marketing in Charge/ Service Quality Manager

- Engages in superior customer service.
- Researches customer demographics and target market.
- Ensure that the given timeline achieves the given targets.
- Ensures exemplary customer service, through training and seminars for all service teams.
- Monitor service issues and customer complaints and immediately create a corrective action plan.

Profit and Cost Manager/Ordering Manager

- Responsible for ordering and inventory management.
- Ensures the availability of raw materials supplies and deliveries.
- Responsible for maximizing efficiency at all levels without compromising quality.
- Ensure adherence to health and food safety guidelines as well as legal obligations.
- Understanding customer needs to review effective quality control processes and product specifications

SERVICE CREW - SOON-UY FOODS CORP.
MANG-INASAL Apalit, Pampanga
(September 2015 - May 2016)

- Counter
- Administrative Crew
- Quality Control

**SERVICE CREW - JOLLIBEE FOODS
CORPORATION** Apalit,
Pampanga (Feb 2012 - July
2015)

- Counter
- Store Marketing Assistant
- Dining
- Administrative Crew

Jamie Jessica A. Puno

Applicant