

ANCHETA, ILENE G.

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📍 B12 L12 Greenville Subd. Tulong,
Urdaneta City, Pangasinan



Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EDUCATIONAL BACKGROUND:

Bachelor of Science in Business
Administration Major in Marketing
Urdaneta City Pangasinan | 2010 – 2014

Cabuloan National High School
Urdaneta City Pangasinan | 2001 – 2005

Rufo Dela Cruz Memorial School
Tubod, Lanao del Norte | 1995 – 2001

SPECIAL SKILLS/INTEREST:

- Well-experience in marketing and selling preposition.
- Conduct effective training.

- Skilled in major relevant computer applications like MS word and MS excel.
- Well-versed in oral and written English and Filipino.
- Very good in singing

PROFESSIONAL EXPERIENCE:

STORE-IN-CHARGE

Marché Restaurants Singapore, PTE LTD
October 15, 2015 – February 2020

- Exemplifies the active role of a guest-host.
- Implements and complies with RDT (Research Development and Training).
- Initiates and conducts training with training guides.
- Production guide updating daily.
- New planning weekly

- Station planning daily (twice).
- Time management system updating daily.
- Invoice booking daily.
- Maintains the cash register system in accordance with regulations (offer, article, price, safe stock, cashier report, petty cash, etc.)
- Ensures the flow of information into all directions.
- Product labeling and pricing.
- Answering all phone calls.
- For preparing the daily, weekly and monthly inventory.

ASSISTANT RESTAURANT MANAGER

Incredibee Food Corp. (Chowking Urdaneta)

August 2013 – August 2015

- Responsible for supervising on the actual performance of duties of front liner personnel/crews during store operation
- Responsible for preparing the daily schedule.
- Responsible for taking order of the customer.
- Responsible for orientation in the newly hired crews
- Establish Customer Relation during Store Operation

- Responsible for food pre-preparation.
- Responsible for the training of newly recruited crews on their respective assigns duties and responsibilities.
- Organize kids party.
- Assists company events (Full Service)

STORE SUPERVISOR

SURPLUS Marketing Corporation

SM City Rosales, Pangasinan, Phil.

October 2022 – Present

- Organizing workflow and ensuring that employees understand their duties or delegated tasks.
- Monitoring employee productivity and providing constructive feedback and coaching.
- Manage inventory, keeping in mind the timeline product deliveries, create the initial products allocation and ensure seasonal products are available.
- Monitor stock movement and pricing – markdowns, promotions, price changes clear outs.

PERSONAL INFORMATION:

Birthdate : May 27, 1989

Birth Place : Tubod, Lanao del Norte,
Philippines

Height : 5'3 ft.

Weight : 110 lbs.

Religion : Roman Catholic

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.



Ilene G. Ancheta