



Roxanne Bautista Florete

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+639175400103

Present Address:
Hugo Vidal Street Bahayang Pagasa Subdivision, Imus 4103,
Cavite, Philippines

Basic Information

Age	Birth Date	Gender	Civil Status
30	Jun 10, 1993	Female	Single
Height (cm)	Weight (kg)	Nationality	Religion
162	56	Filipino	Christianity - Catholic

Work Experience

I have been working for 8.66 years

Jan 2021 - May 2023
(2 Years, 4 Months)

Head Chef & Owner

Kadto
Food & Beverage / Catering / Restaurant
Imus Cavite, Philippines

- Managing business operations from food production to brand management
- Overall Head in food operations – Preparing sauces, breads, marinating poultry, & cutting of vegetables
- Daily monitoring of stock inventory
- Curating innovative menu and promos
- Brand Concept, logo design, product photography
- Social Media Marketing (Facebook, Instagram, Tiktok)

Mar 2017 - Mar 2021
(4 Years, 4 Weeks)

Sales & Marketing Officer

Brittany Corporation
Property / Real State
Las Pinas

- Created visual designs and printed collaterals for 3 luxury brands
- Promoted premier projects to clients through social media marketing (Facebook, Instagram, & Pinterest)
- Prepared digital ads for Facebook, Instagram, and Google
- Organized sales generating events and activities such as thematic open house and investors' day
- Planned and managed event set up within budget and in a timely manner
- Monitored Marketing trends and competitors' strategies
- Conducted product knowledge seminars and site orientation of new sellers and real estate brokers
- Recruited and trained new partners and site officers

Dec 2014 - Jan 2017
(2 Years, 2 Months)

Facilities Assistant

SM Lifestyle Entertainment, Inc.
Entertainment / Media
Pasay

- Coordinated with different branches and business units on concerns with facilities
- Coordinated with various suppliers on quotations and billing concerns
- Assisted multiple managers on pre-operating and renovations budgets for SMLEI businesses
- Documented departmental minutes, recordkeeping of memos and engineering/design plans

Educational Attainment

Jun 2010 - Oct 2014

Univeristy Of St La Salle

Bachelor's / College Degree
Business Administration Major in Operations Management

Jun 2006 - Jun 2010

Harrell Horne Integrated School

High School Diploma

Licenses / Certifications

Aug 23, 2023

National Certificate II in Cookery
23130202005750

Jan 18, 2022

National Certificate II in Bread & Pastry Production
22042102000099

Oct 26, 2014

Civil Service Eligibility
CO-20170302-010

Government Documents

Passport

ID Number: PO754669B
Place of Issue: DFA NCR SOUTH
Date of Expiration: Feb 19, 2029

Trainings / Seminars

Mar 19, 2019 - Mar 19, 2019

Salesmanship Training and Workshop

Rob Rosales

Vista Center For Professional Development, Mandaluyong, Philippines

Skills

MS Office | Communication Skills | Event Management | Marketing & Sales | Recruitment & Training | Adobe Illustrator | Adobe Photoshop | Canva | Baking | Cooking | Bread Making

Languages

English | Tagalog or Filipino

Character References

Janine Cabato

Museum Manager

Megaworld Corporation

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Reyan Robrigado

Associate Director

Philippine Transmarine Services

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