**BUNYI , MICHELLE MORENO**

233 M. L. Q. ST. Hagonoy Taguig City

Email: [mickey010184@gmail.com](mailto:mickey010184@gmail.com)

Phone no. 09268860290

**Objectives:**

Obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

**EMPLOYMENT HISTORY**

**OJT TRAINING**

**FUNMANIA INC.**

**Position:** Banquet Server

Nov. 11 2015- Jan. 29, 2016

**Job Descriptio**n:

* Set banquet rooms and halls as per instructions of the event manager
* Prepare rooms in terms of adjusting lights and setting appropriate temperature
* Ensure that all decorations have been set in accordance to the instructions
* Make sure that tables are set with linen, dishware and flatware

**Sizzling Plate**

**Position:** Inventory Clerk

March 2011-June 2012

**Job Description:**

* Responsible in managing the day to day inventory control.
* Coordinating the incoming and outgoing process of products.
* Ensure that orders are filled.
* Ensure sales floor is properly stocked and each piece of merchandise is accounted for.

**Ineng’s Special BBQ**

**Position:** Assistant Manager

October 2006- April 2010

**Job Description**:

* Trains store staff by reviewing and revising orientation to products and sales training materials; delivering training sessions; reviewing staff job results and learning needs with the branch Manager.
* Maintains inventory by checking merchandise to determine inventory levels; anticipating customer demand
* Maintains quality service by establishing and enforcing organization standards.
* Prepares reports by collecting, analyzing, and summarizing information.

**Ineng’s Special BBQ**

**Position:** Team Leader

April 2005- September 2006

**Job Description**:

* Responsible in Operation
* Helping with training and development
* Completing paperwork’s
* Ordering stocks
* Helping with promotional events
* Reporting to Supervisor

**Ineng’s Special BBQ**

**Position:** Cashier

October 2004- March 2005

**Job Description**:

* Operate a cash register.
* Collects payments by accepting cash from customers; making change for cash customers
* Balances cash drawer by counting cash at beginning and end of work shift.
* Maintains safe and clean working environment by complying with procedures, rules, and regulations.

**Gelmart Industry INC.**

**Position:** Reviser

August 2003-2004

**Job Description:**

* Cut all the excess cloth in the bra.
* Secure the good quality.

**CERTIFICATION**

**Cookery NCII Barista Training**

Oct. 24, 2016  **Tesda NCII**

RBM Skill and Assessment Center INC April 18-May 16, 2016

Paco, Manila Bagumbayan, Taguig City

**SEMINAR ATTENDED**

**Personality Development Seminar Managing Customer Service**

September 26, 2014 February 19, 2008

Taguig City University Katupunan Ave. Q.C

**Basic Operation Training**

May 22-26, 2006

Katipunan Ave. Q.C

**EDUCATIONAL BACKGROUND**

**Taguig City University**

**Bachelor of Science in Hotel and Restaurant Management**

**2014-2018**

**REFERENCES**

Jiramie Quimno Paulita Gastador Eunice Parco

Teacher Trainor Professor

Bagumbayan Taguig City TESDA Taguig City University

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*I hereby certify the above information is true and correct to the best of my knowledge and belief.*

*Applicant’s Signature*