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## SKILLS

- Ability to prioritize and perform multiple tasks.
- Intermediate of using Figma Application for process mapping.
- Can work under pressure and adaptive to any work environment.
- Can work both Micro and Macro Management depends on the event.
- Communication and interpersonal skills.
- Work professional, dependable, flexible, and takes ownership.
- Computer literate and knowledgeable in both Microsoft Office and Google Sheet.
- Has a Leadership Skills (Analytical Decision Making, Delegation, Adaptability, Creative Problem-Solving, Trustworthiness, Communication, Teamwork, and Tech Savviness) and constantly searching for better improvements.

# CHRISTIAN REY GUERRA

## CAREER OBJECTIVE

To obtain a position in the company where I can practice my leadership skills and knowledge, I have obtained from my past work experiences as well as to contribute to the growth and success of the company.

## WORK EXPERIENCES AND JOB DESCRIPTION

**Company Name:** Consultare Inc. Group

**Date of Employment:** August 1, 2021 - Present

**Company Address:** 1331 Pine Trail Tomball, TX 77375

**Employment Type:** Fulltime (Work from Home/Remote Set-up)

### ○ **Position:** Assistant IT Project Manager

January 1, 2023 - Present

#### **Duties and Responsibilities:**

- Initiate a client engagement for the inquiry of the client, regarding IT web development.
- Assess the Client's request before creating action items/wireframe for IT developer.
- Collaborate with IT Manager for the manpower, time duration of the project, and scope of work.
- Collaborate with IT web developer for the weekly project updates.
- Manage IT projects internally and externally.
- Prepares process mapping for new and upcoming development.
- Plan the IT project(s) within a program's scope, timetables, resources, milestones, etc.
- Maintain relationships with clients.
- Prepare or verify the SOW/work orders for the Project, including the scope, milestones, and acceptance criteria.
- Request feedback on the review from the program/engagement manager and the client.
- Managing the IT project's completion in accordance with the plan.
- Monitoring the IT project and reporting regularly to the CIG Management team on its status.

### ○ **Position:** ETRR/HR Supervisor

August 1, 2021 - December 30, 2022

1 year and 5 months

#### **Duties and Responsibilities:**

- Oversees and monitors the ETRR TLs task updates and projects
- Assist TLs/VAs concerning the client's documentation alignments and project updates
- Ensure the client's request and timelines are met according to Consultare's standard turnover.
- Performs special projects in coordination with the immediate head and other team members

## EDUCATIONAL BACKGROUND

### Bachelor of Science in Hotel and Restaurant Management

National College of Business and Arts  
S.Y. 2003 – 2010  
Fairview, Quezon City, Philippines

## PERSONAL INFORMATION

**Date of Birth:** December 24, 1985

**Place of Birth:** General Santos City,  
Philippines

**Age:** 37

**Civil Status:** Married

**Sex:** Male

**Height:** 178 cm

**Weight:** 187 lbs.

**Religion:** Christian

**Language:** Filipino and English

**Company Name:** Gerard Patisserie

**Years in the Company:** 1 year and 4 months

**Company Address:** Ajman, UAE

**Employment Type:** Fulltime

**Position:** Store Supervisor

November 1, 2016 – February 28, 2018

### Duties and Responsibilities:

- In-charge of store openings and sales review.
- Assist the Restaurant Manager in Interviewing, selecting, training, supervising, counseling and disciplining the staff.
- Supervising the floor during meal periods to ensure that all standards and steps of service are met through all guests' interactions.
- Ensuring that checklists, requisitions and proper opening and closing functions are being completed each shift.
- Communicate effectively, both verbally and in writing, to provide clear direction to the staff.
- Observe performance and encourage improvement where necessary.
- Ensure all daily and monthly reports are detailed and submitted in a timely matter.

**Company Name:** Tim Hortons Coffee and Bake Shop

**Years in the Company:** 2 years

**Company Address:** Dubai, UAE

**Employment Type:** Fulltime

**Position:** Store Supervisor

February 2014 – January 2016

### Duties and Responsibilities:

- Supervising the floor during meal periods to ensure that all standards and steps of service are met through all guests' interactions.
- Create a daily summary report and submit for review of the Manager.
- Perform an Inventory Management. (Expiry Tracking, On-hand stocks, and incoming deliveries for Food and Non-Food items).
- Ensure the basic hygiene policy are followed by the employees and the visitors.
- In-house Trainer (Train the employees for any new launched product of the company) and (Conduct applicable for Monthly, Quarterly, Bi-Annual and Annual refresher trainings).
- Initiate and implement any changes of the SOP's and company's policies coming from the Management.
- Verify the daily checklists perform by the line employees.

I hereby certify that all the above information is true and correct.



**Christian Rey Guerra**