

ELYJANE PAGOT

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Summary

Highly-motivated employee seeking for part time job as International Student, with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

Skills

- Quality Assurance
- Service Delivery Management
- Labor and Overhead Cost Estimation
- POS System
- Honest and Dependable
- Reliable & Trustworthy
- First Aid/CPR
- Computer Skills
- Stock Organization
- Shipping and Receiving
- Administrative and Office Support

Experience

July 2019 to
March 2023

Foodify Milktea & Food
Zamboanga City, Philippines
Restaurant Manager

- Completed thorough opening, closing and shift change functions to maintain operational standards each day.
- Coached team members on food safety and sanitation processes, customer service, and up-selling techniques to drive revenue.
- Updated computer systems with new pricing and daily food specials.

June 2020 to
January 2023

Cabato Memorial Clinic
Zamboanga City, Philippines
Midwife Assistant (on Call)

- Educated patients about nutrition and good health practices and encouraged participation in healthcare-related decisions.
- Closely monitored mother's health, comfort and emotional states before, during and after labor for births.
- Recorded examination findings, health histories and significant observations in patient's chart.

March 2018 to
April 2019

Budgetwise
Zamboanga City, Philippines
Cashier/Customer Service Agent

- Operated cash register or POS system to receive payment by cash, check and credit card.
- Answered customer questions and provided store information.
- Collected payments and provided accurate change.
- Organized shelves and displays, removed damaged or expired merchandise and replenished and rotated stock.
- Delivered fast, friendly and knowledgeable service for routine questions and service complaints.

College

November 2019

Universidad De Zamboanga
Zamboanga City
Nursing
Bachelor of Science

Certifications

- Certificate- HEALTH CARE SERVICE II - [2020]