CLARIBEL SARANGAY DACQUIL

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**OBJECTIVE:**

To become competent in such field of work that will enhance my knowledge, skills and capability which develops my personal and professional growth. I seek to serve your organization with full dedication, diligence and honesty and achieve the targets on time, as I have been able to do so.

**SUMMARY OF QUALIFICATION:**

>Reliable, trustworthy, ability to multitask, proficient in working long hours, exceptional ability to stand and walk for extended periods of time.

>Can communicate and relate to people of any level.

>Can easily adapt to changes and innovations.

>Willing to learn and to be trained.

>Hardworking, with strong sense of dedication and passion to work and can work under minimum supervision.

>Motivated, competitive, disciplned and have a positive attitude.

>Huge capability of public relations, customer servicepractices and procedures.

**SPECIAL SKILLS/INTEREST:**

Word processing, excel, mathematical skills, clear communication skills, time management skills, goal oriented focus

**WORK EXPERIENCES:**

**BURGER KING**

Shift Supervisor

September 2016-Present

**Duties and Responsibilities:**

Responsible for assisting the store manager in maintaining a positive environment, which provides fast, efficient, and friendly service ensurinf a Total Quality Experience for both our customers and team members.

Establish effective and positive communication among all team members.

Promotes and practices safe work habits, reporting potential safety hazards, operational inconsistencies and team member incidents to the store manager.

Follows and directs team members to follow store policies, procedures and adhere to cleanliness standards.

Ensure that the operation runs smoothly, efficiently and according to industry standards while overseeing and directing employess.

Responsible for cash management, organization, cleanliness and general problem solving while on duty.

**Wendy`s Restaurant**

Food Counter Attendant

July 2014 - Present

**Duties and Responsibilities:**

Greets customers with friendly smile and provides genuine and excellent service.

Ringing up orders from the customers/take customers’ order.

Explains menu items and prepare food orders.

Receives complaints and concerns and refer to management staff.

Handing out food and make sure food is served fresh and presentable.

Handles or operates the cash register.

Training new staff, Managing food costs, Managing waste, Maintaining food safety standards, OHS Representative, Customer service, Computer skills, Property and Equipment maintenance, Money handling, Food preparation, Cleaning, Adherence of company standards and procedures.

**COMPEQ MANUFACTURING CO., LTD - TAIWAN**

Machine Operator - Drilling Department

April 2012 - July 2014

July 2008 - July 2011

**Duties and Responsibilities:**

Operates all kinds of drilling machines.

Inspects/checks the board before the drilling process.

Ensures the quality of finished drilling products.

Notifies the supervisor when machine malfunctions.

Maintains the cleanliness and orderliness of working area.

**The Landmark Corporation**- Ayala Avenue, Makati City

Position: Counter Cashier

November 2007 – April 2008

**Duties and Responsibilities:**

Greets customers with a smile.

Quickly inspects/checks items before you scan or enter amounts in the cash register to determine how much do customer pay.

To politely ask what mode of payments do customers want.

Accepts payments in cash or in card.

Handle cash register with care and make sure it doesn’t go missing.

At the end of the day, count money and surrender it to the treasury.

**EDUCATIONAL BACKGROUND:**

**Elementary Mozzozzin-Quinagabian Elem. School**

Santa Maria, Isabela

1990-1996

**Secondary** **The Sisters of Mary School**

Sta. Mesa, Manila

1996-2000

**Tertiary Isabela State University**

Calamagui 2nd, Ilagan, Isabela

Bachelor of Science in Civil Engineering

2000-2006

**PERSONAL INFORMATION**

Date of Birth: July 8, 1983

Place of Birth: Santa Maria, Isabela, Philippines

Age: 34

Gender: Female

Civil Status: Married

Height: 5’2”

Weight: 50 kg.

Nationality: Filipino

Religion: Roman Catholic

Language: English, Filipino, Ybanag, Ilocano, Mandarin

**CHARACTER REFERENCES**

Cilena Perry 19024351136 Restaurant General Manager-Burger King

Gerald Mediana 15879993835 Assistant General Manager-Burger King

Rida Aperocho 14038481774 Restaurant General Manager-Wendy’s

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

**CLARIBEL DACQUIL**