

**Lalaine P. Javier**

**146 c. R. Lagmay St. San Juan Metro Manila Philippines**

**63907-132-3643/6302-559-0728**

**blue\_kyla@yahoo.com**

**Objective:**

 To be associated with new firm, be able to contribute to the best of my capabilities and become a productive individual while enhancing knowledge and acquired skills on the chosen field of endeavor.

**Work Experiences:**

Jollibee Foods Corp. Dec. 15, 2002- May 2003

Cashier / Service Crew

Dasmarinas, Cavite

Jollibee Foods Corp. June 12, 2003- Dec 2003

Cashier / Service Crew

SM Centerpoint Sta. Mesa, Manila

Wendys’ Hamburgers Corp. March 28, 2004- Jul 2004

Cashier / Service Crew

SM Centerpoint Sta. Mesa, Manila

Dunkin’ Donuts Jul 14, 2004- Dec 2004

Cashier / Service Crew

Agora San Juan

Kenny Rogers Roasters Dec 13, 2004- May 2005

Cashier / Service Crew / Receptionist

SM Centerpoint Sta. Mesa, Manila

Alorica Philippines Oct. 06, 2005- Feb 2006

Call Center Agent

Old Emerald Ave. Ortigas

**Tokyo – Tokyo Inc. June 04, 2007 – Present**

**Restaurant Store Manager**

**Robinsons Otis Paco Manila**

**Duties and Responsibilities:**

 Handle store profit & losses.

Handle the whole operations in multi-task. Should be a kitchen manager, counter manager, lobby manager at a time.

Handling store’s controllable; paper cost, labor cost and especially food cost.

Trains all new service crew assigned in the outlet. Making schedules that would be able to pass the allowed labor cost given.

Train new management trainees.

Making reports on marketing. How to increase sales by marketing strategies like ties up to other company that may help our sales increase and at the same time to introduce our company name to those who are not familiar to us.

Do competitor’s check for me to monitor other tenants’ new products that may affect our sales.

**Strengths:**

* Leadership capabilities
* Creative and resourceful
* Skills in Communication
* Time management skills

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**Skills and Competencies:**

* Ability to process information/merchandise through register system
* Ability to communicate with associates and customers
* Ability to read, count, and write to accurately complete all documentation
* Ability to operate all equipment necessary to perform the job

**Other Skills:**

Computer Literate, MS Power Point, MS Word, MS Excel

**Educational Background:**

Tertiary: **Bachelor of Science in Mathematics** 2002-2007

 **Polytechnic University of the Philippines**

Mabini Campus, Sta. Mesa, Manila

Secondary: High School Diploma 1998-2002

 Pagbilao Academy

 Pagbilao, Quezon

**Organizations:**

* St. Catherine Parish Church Chorale
* Pagbilao Academy Chorale
* Parish Youth Committee
* Interact Club

 **Achievements:**

* 7th Honor Elementary 1998
* Mathematics of the Year 2001
* Best in T.H.E 2002
* Best in Physics 2002
* Band member of the Year 2002
* 6th Honors High School 2002
* Best Customer Service Representative 2006

**Personal Information:**

Date of Birth: July 18, 1986 Place of Birth: Pagbilao, Quezon

Height: 5’6 Weight: 113 lbs

Sex: Female Religion: Roman Catholic

Name of Father: Danilo Javier Occupation: Deceased

Name of Mother: Minaly Javier Occupation: Housewife

Their address: Brgy. Daungan Nationality: Filipino

 Pagbilao, Quezon

**Leadership Experiences:**

* Area Representative ( Jollibeelis) Nov. 2003
* District Representative ( Jollibeelis) Dec. 2003
* Team Member of the Year Dec. 2003

Character reference available upon request.