



JAZEL MARIE JOY DELA CRUZ

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Administrative
- Data Entry
- Internet Research
- Customer Service
-
-
-

TOOLS

- Google workspace
- Microsoft Office
- Microsoft Excel
- Meta Business Suite

PERSONAL PROFILE

I pride myself on my ability to work independently and deliver results. I am motivated and able to learn quickly. I have 11 years experience on sales and customer service. I may have no VA experience yet but I am confident that I can accomplish tasks that I will be assigned to.

WORK EXPERIENCE

ASST RETAIL STORE MANAGER

SMART COMMUNICATIONS INC. | 2013 - Present

- Provide good customer service to our subscribers
- In charge of daily retail store operations, manage employees, inventory management and responsible for hitting monthly sales target.

SHIFT MANAGER

SAVORY FASTFOOD INC | 2012 – 2013

- Manpower schedule and conduct shift meetings.
- Supervise restaurant operations in accordance with company standard and procedures.
- Manages documentations with store reports

KITCHEN SUPERVISOR

Gerrys Grill SUBIC | 2010 – 2013

- Organizing, costing and keeping track of inventory.
- Manages shift scheduling of staffs and purchasing of stocks.
- Responsible in receiving, recording and filing of reports.

EDUCATION HISTORY

Saint Louis University, Baguio City

- Bachelor of Commerce Major in Business Management, 2007
- Swimming Varsity Team - Silver Medalist