

Felicelda, Rodel B.

#48 Commonwealth Ave.,Brgy. Holy Spirit, Quezon City

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Position Applied for: Restaurant Supervisor

Objective: To secure a career that would enhance and put into practice the knowledge I obtained from my field of interest and skills.

Skills:

- Microsoft Office (MS Word, MS Excel and MS PowerPoint)
- Adobe Photoshop 7.0, Photo Paint.
- Resourceful and self-starter. Able to manage multiple tasks and priorities
- Have a strong background in graphic designs and lay outings
- Practices the good values, honesty and focused in my job

Working Experience:

Infotech Professional Services, Incorporated (under La Casa Pasta)

Dammam, Saudi Arabia

Restaurant Supervisor

May 11, 2016 – May 18, 2018

Job Description:

- Perform all data entry related to tasks including sorting, proofing, updating, mailing and sorting.
- Maintain data files accurately.
- Manage filing and routing of source documents after entry.
- Develop positive customer relationships.
- Handle payments by cash or card transactions.

Progressive Grocer Cooperative (under MemoXpress)

Product Care Personnel

July 5, 2011 – May 5, 2016

Job Description:

- Build customer confidence of customers by making the store experience interactive, engaging and reassuring.
- Maximize customer experience by "solving the whole problem". (As opposed to pushing products)
- Make the most effective use of the store displays and interactive devices for each of our customer.
- Keep up to date of the rapidly evolving mobile phone technology. (Product Knowledge)
- Develop positive customer relationships.
- Handle payments by cash or card transactions.

Madid Tarpaulin Printing

Graphic Artist

November 18, 2009 - February 28, 2011

Job Description:

- Answering queries from the client.
- Designs for tarpaulin, political ads, panaflex, stickers, signage and pin tags.
- Plans concept by studying information and materials.

Eastern Terra Enterprise

Part-time Graphic Artist

January 2010 - September 2010

Job Description:

- Encoder and lay out artist.
- Designs for tarpaulin, school and office id.

Office of the City Mayor of Dipolog City

Job Order Worker (Legislative Staff)

October 1, 2008 - October 19, 2009

Job Description:

- Perform all data entry related to tasks including sorting, proofing, updating, mailing and sorting.
- Maintain data files accurately.
- Manage filing and routing of source documents after entry.

Konica Digital Photo Express

Graphic Artist

August 15, 2007 - September 2008

Job Description:

- Lay out artist and printer
- Designs for tarpaulin, political ads, panaflex, stickers, signage and pin tags.
- Plans concept by studying information and materials.

Philippine Airlines Company Dipolog City Branch

On the Job Trainee

October 2005 - February 2006

Job Description:

- Perform all data entry related to tasks including sorting, proofing, updating, mailing and sorting.
- Maintain data files accurately.
- Manage filing and routing of source documents after entry.
- Answers customer queries.

Educational Attainment

Tertiary

- 2002 – 2006 **Jose Rizal Memorial State College**
Dapitan City, Zamboanga Del Norte
Bachelor of Science in Computer Science
Graduate

Secondary

- 1997 – 2002 **Zamboanga del Norte National High School**
Main Campus, Dipolog City

Primary

- 1992 –1997 **Bacong Elementary School**
Bacong, Zamboanga Del Norte

Seminar/Workshop:

- **Customer Orientation Program** Coca - cola Bottles Philippines Inc. held on November 12, 2009 at Katipunan St., Dipolog City
- **Hardware Assembly and Software Installation** held on August 25, 2009 at the Social Hall College of Art Science Jose Rizal Memorial State College
- **First Zanorte ICT Convention** held on September 9 - 11, 2005 at the Social Hall College of Art Science Jose Rizal Memorial State College
- **Multimedia Seminar** held on December 15, 2004 at the Social Hall College of Art Science Jose Rizal Memorial State College

Personal Information

Age: 33 years old

Height: 5'5"

Weight: 61 kg

Religion: Catholic

Birth date: March 11, 1985

Place of Birth: Dipolog City

Gender: Male

Character Reference

Ms. Katrina Anne Louis G. Jalandoni

Area Supervisor

Asus Technologies Philippines

Cel. No. 09260857780

Ms. Jessica D. Villarico

HRD Supervisor

Progressive Grocer Cooperative

Cel. No. 09332523382

Ms. Olivia Pacia

Area OIC

MemoXpress

Cel. No. 09225229766

Mr. Herwin Guerina

Area OIC

MemoXpress

Cel . No. 09235823622

I hereby certify that all the above mentioned date and information are true and correct to the best knowledge and authority undersigned.

Felicelda, Rodel B.

Applicant