

DIANA RECALDO MORALES

Permanent Address: #434 Zone 7 Batakil Pozorrubio, Pangasinan

Contact Number: 0956-817-3113

Email Address : dianamoraes0715@gmail.com



Skills: Organizational skills and customer service orientation
Inventory Management, Documentation
Mathematical Skills, Time Management, Technology Proficiency
Attention to details, positive attitude

Character: Flexibility, Initiative, Self-drive and enthusiasm, Cooperative, Responsible, Reliable, Integrity and Confidentiality

Work Experience: SALES ADMIN OFFICER

North Terradev Corporation (Batching/Crusher Plant, Quarry and Construction Supply)

Pasileng Sur, Binalonan, Pangasinan

August 1, 2023 – up to present

- Assist Clients, Conduct Field/Online Marketing.
- Responsible for Scheduling of Asphalt, Concrete Pouring & Aggregates Deliveries.
- Contact clients to obtain missing information or answer queries.
- Liaise with the Logistics department to ensure timely deliveries.

MANAGER

Radiator Springs Bistro

Mac Arthur Hiway Cablong Pozorrubio, Pangasinan

July 26, 2021 – July 31, 2023

- Coordinating daily management operations.
- Delivering superior food and beverage service and maximizing customer satisfaction
- Responding efficiently and accurately to restaurant customer complaints
- Ensure efficient restaurant operation, as well as maintain high production, productivity, quality, and customer-service standards.
- Verifies credit acceptance and operates credit card authorization systems.
- Balances cash drawer by counting cash at the beginning and end of work shifts by following checkout procedures.
- Maintains a clean and orderly workstation.
- Bags orders if necessary.

Educational Attainment:

Bachelor's Degree

BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT

Urdaneta City University

San Vicente West, Urdaneta City, Pangasinan 2014 – 2018

Secondary

Bobonan-Laoac-Batakil National High School

Bobonan, Pozorrubio, Pangasinan 2009 – 2013

Primary

Bobonan Central School

Bobonan, Pozorrubio, Pangasinan 2003 – 2009

Personal Information:

Birthday : July 15, 1997

Gender : Female

Age : 27

Civil Status : Single

Height : 5'2"

Weight : 64 Kg

Citizenship : Filipino

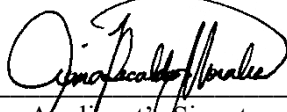
Character Reference:

Jo Fraley Saldivar Rosario

Businessman

0917-380-4888

I hereby certify that all the information I have stated above are true and correct to the best of my knowledge and belief.


Applicant's Signature