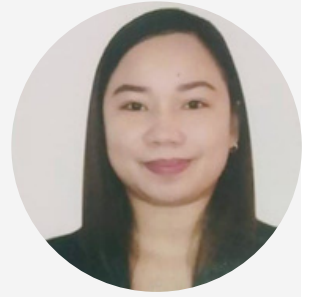


KAREN JOY NAVARRO

SHIFT MANAGER



 09202753823

 navarrokarenjoy20@gmail.com

 929 AREA A FRANVILLE 2
CAMARIN CALOOCAN CITY

PROFILE

I am seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my skills. I want to get an opportunity where I can make the best of my potential and contribute to the organizations growth.

SKILLS

- CUSTOMER SERVICE
- COMPUTER SKILLS
- TEAM LEADER
- INITIATIVE
- FLEXIBLE
- TIME MANAGEMENT
- ANALYTIC
- TECHNICAL SKILLS
- GOOD COMMUNICATIONS

EXPERIENCE

SHIFT MANAGER

MCDONALDS QATAR

NOVEMBER 2015 - NOVEMBER 2019

- WORKS AS A TEAM LEADER WHEN NEEDED IN A UNIT-PRODUCING POSITION. RECEIVES AND RECORDS MATERIALS AND RAW PRODUCTS DELIVERED ACCORDING TO PRESCRIBED PROCEDURE. RECOMMENDS HIRING AND TERMINATION OF CREW TO MANAGEMENT TEAM. DIRECTING THE STORE OPERATIONS TO DELIVER HIGH-QUALITY SERVICE WHILE MAINTAINING PROPER SALES AND PROFIT CONTROLS. MANAGES PEOPLE, PRODUCTS, AND EQUIPMENT THROUGHOUT THE SHIFT

CASHIER

ACE HARDWARE - SM NOVALICHES

APRIL 2014 - SEPTEMBER 2014

PUREGOLD PROCE CLUB - ZABARTE ROAD CAMARIN

FEBRUARY 2012 - DECEMBER 2012

- RECEIVING PAYMENTS AND ISSUING RECEIPTS, GIFT WRAPPING PACKAGES, AND KEEPING TRACK OF ALL CASH AND CREDIT TRANSACTIONS. SCAN ITEMS, ENSURE THAT PRICES AND QUANTITIES ARE CORRECT, AND COLLECT PAYMENTS. ASSIST CUSTOMERS BY EXPLAINING OR RECOMMENDING ITEMS, ANSWERING QUESTIONS, AND PROCESSING EXCHANGES AND REFUNDS

EDUCATION

ASIAN INSTITUTE OF SCIENCE AND TECHNOLOGY

COMPUTER SCIENCE

2008 - 2010

BAGUMBONG HIGH SCHOOL

2004 - 2008