




# ELISA A. JAVIER

## CONTACT

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-  Taytay Rizal Philippines

## SKILLS

- Microsoft Office
- Google forms
- Basic Design
- Email Management
- Advance Communication and Vocabulary skills
- Sales Management
- Social Media Management
- Chat Support
- Data Entry
- Customer Service
- Administrative Tasks

## EDUCATION

Bachelor of Science in Commerce

### Centro Escolar University

1990 - 1994

### Masteral in Business Administration

### Centro Escolar University

1997 - 1999

Under Graduate / Unfinished

## Personal Information

Age: 49  
Religion: Catholic  
Civil Status: Separated  
Children's Name:  
Franz - 24 - Employed  
Francesca - 22 - Student  
Francine. - 17 - Student  
Noah - 14 - Student

## PROFILE

An individual wanting to start anew in another field called Virtual Working. With experience in physical store operation and office administration, to owning and running my own small business, while having no experience at all working virtually, I am very positive that if given proper training partnered with my eagerness and ability to learn new task easily, soon enough, I will be able to work perfectly in a new environment.

## WORK EXPERIENCE

### Flea Market Stall Owner / Operator

2018 - Present

- Located at CME Tiange, Taytay Rizal
- Wholesaling and Retailing of Ready to Wear Items

### Human Resource and Administrative Supervisor

Lucky CJ Infants Wear Corporation

Taytay Rizal

January 2012 - March 2019

- Handled the Payroll of 100+ Seters and Manpower of the Company
- Recruitment, Training, Orientation and Morale of the People
- Item Procurement, Supplies Monitoring and Inventory
- Petty Cash Expense Liquidation and Reporting
- Company Event Management
- Administrative Duties

### Assistant Branch Head

E-Business Services, Inc - Western Union Agent

Pasig City

February 2007 - June 2011

- Managed the day to day operation of the Money Remittance Business branch
- Proper inventory and availability of US Dollar and Peso
- Training and Morale of the Tellers
- Security and safety of the branch and staff
- Customer satisfaction and ensured frequency visit of clients

### Store Supervisor

Watsons Health and Beauty

Marikina City

May 2006 - January 2007

- Managed the day to day operation of the health and beauty store branch
- Training, development and morale of the store sales ladies, pharmacy staff and stockman
- Ordering and Inventory of all SKU's / items
- Safety and Security of the staff and branch
- Total Customer Satisfaction

## **Shift Manager**

Jollibee Foods Corporation - Store Operation

Pasig City

May 1999 - April 2006

- Total Customer Satisfaction
- Floor control and manpower supervision including hiring, training and development, work scheduling
- Daily and weekly ordering to monthly inventory of raw materials
- Compliance to company's strict rules to food safety standards, service and cleanliness

## **Administrative Assistant**

Jollibee Foods Corporation - Store Operation

Pasig City

May 1995 - April 1999

- In-charged of the cash flows of the branch including availability of bills and coins used daily in operation; petty cash expenses liquidation and reporting; processing of crew's hiring and recruitment; procurement of some supplies that are not included in the commissary supplies; business permit processing; other administrative duties

## **Auto Finance Secretary**

Toyota Shaw Inc., Mandaluyong City

June 1994 - April 1995

- Sales contract preparation and documentation
- Auto Loan processing
- Other administrative duties