



JEXCEL AGUSTIN

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

PAMANTASAN NG LUNSOD NG MAYNILA PHILIPPINES

MAJOR IN MARKETING 1997 - 2001

VALENZUELA MUNICIPAL HIGH SCHOOL

VALENZUELA CITY, PHILIPPINES 1993-1997

CONSTANTINO ELEMENTARY SCHOOL

VALENZUELA CITY, PHILIPPINES 1987 - 1993

EXPERIENCE

Corner's Kitchen

| **La Union PH**

RESTAURANT MANAGER

Jan 2022 - June 2023

- Generated financial reports and ensured health & safety regulations and managed inventory.
- Served as a successful leader, promoting and achieving business success.

Motchie's Pet Salon and Supplies | La Union PH

SOCIAL MEDIA MANAGER

April 2018 - June 2023

COPYWRITER AND CONTENT CREATOR

GENERAL MANAGER

- Handled Outbound and Inbound Sales in a timely and professional manner while maintaining courtesy and sociability with clients.
- Implemented Social Media platforms' content strategies.
- Increases the Business exposure that resulted to 25% growth.
- Evaluated Team performance and Key performance indicators.
- Identified and maximized sales opportunities, and increased customer retention rates.
- Served as a successful leader, promoting and achieving business success.

CONTACT

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Living place: Bauang, La Union Philippines

ABOUT ME

Experienced corporate sales and customer service professional with a strong drive for success. Accomplished in enhancing sales, elevating the shopping experience, and raising the company's profile within the target market.

SKILLS

MS VISIO

MS WORD

MS EXCEL

POWERPOINT

CANVA

ZOOM

SKYPE

CALENDLY

TRAVELOKA

GSUITE

WORDPRESS

GSF Sport Co., Ltd | Macau China

SALES MANAGER April 2017 - March 2018

- Maintained high-quality standards to ensure that business continuity team members consistently provide high-quality outputs.
- Identified the problems or weak areas in the daily operations and developed ways to alleviate the issues that resulted in hitting the target Sales quota.

German Sport & Lifestyle Co., Ltd | Pattaya Thailand

LAYOUT & FLOOR PLAN MANAGER May 2015 - April 2017

SENIOR BRAND MANAGER

- Designed and developed up to 40 Floor Plan and Layouts every year.
- Implemented SMILES customer service training guidelines.
- Handled, monitored and distributed the products to more than 200 branches in Thailand.
- Preparing, evaluating and controlling the Department's budget aiming for minimum expenditure and efficiency.
- Closely worked with different teams to create and execute marketing initiatives that resonate with the target market and increase sales.

Rustan's Group of Companies | Subic Bay PH

STORE HEAD April 2014 - April 2015

- Developed and maintained business plan and procedure; reviewed, revised, and expands existing guidelines and protocols.
- Led recruitment efforts and training of new employees.
- Encouraged employees to do their best, and increased business productivity immensely.

Marolet Inc Cabalen Restaurant | Subic Bay PH

RESTAURANT MANAGER Oct 2012 - Feb 2014

- Implemented Customer Service training guidelines that resulted in hitting the target quota the whole year.
- Managed the store and analyzed sales for profits and losses throughout the month.
- Increased employee retention to 98% by implementing an Employee of the Month program and an employee development system.

TRAINING / SEMINARS ATTENDED

- Virtual Assistant Training Philippines

Updated Social Media Management training.

- Coursera

Creating a Full website using wordpress

Baby Company**| Olongapo PH**

DEPARTMENT HEAD

Aug 2011 - Aug 2012

- Consistently met and exceeded monthly sales goals by up to 30% for the whole year.
- Developed and maintained business plan and procedure.
- Hired and trained 24 retail sales associates.
- Improved Departments traffic that increased revenue.

Sherab Bar**| Killiney Road Singapore**

MANAGER

Nov 2009 - Dec 2010

- Created, implemented and managed systems that ensured restaurant excellence and achieved high operating standards.
- Increased weekday bar patronage by 45% with new marketing and promotions overhaul.
- Encouraged employees to do their best, and increased business productivity immensely.
- Led recruitment efforts and training of new employees.