





MOANNA MARIE HEYRES

 0953-790-4467

 heyresmoannamarie@gmail.com

EDUCATION

Bulacan State University
Bachelor of Technology and
Livelihood Education
2018 - 2022

**Bantayan National High
School-Senior High**
General Academic Strand
2014 - 2018

**Bantayan Elementary
School**
2008 - 2014

EXPERTISE

- Management Skills
- Digital Marketing
- Time Management
- Critical Thinking
- Communication Skills
- Adaptability
- Emotional Intelligence

LANGUAGE

- English
- Filipino

OBJECTIVE

To secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow professionally. I offer strong interpersonal skills to develop global customer solutions with thought leadership and integrity, excellent interpersonal, oral and written communication and presentation skills, functioning well both independently and collaboratively with an outgoing personality. My goal is to become a valued asset.

WORK EXPERIENCE

Motortrade Nationwide Corporation

April 2025 - Present

Roving Branch Secretary

- Ensuring the completeness and accuracy of information and compliance of documents guidelines and procedures.
- Establishing and maintaining a system of effective records management necessary to safely keep all files and documents in the branch.

Chowking - AASVOGEL INC.

March 2023 - January 2025

Assistant Restaurant Manager

- Addressing customer complaints and ensuring satisfaction.
- Handling refunds, discounts, or special requests.
- Ordering and managing inventory to avoid shortages or waste.
- Monitoring sales, labor costs, and expenses.

Jollibee - JMSI INC.

October 2022 - February 2023

Service Crew - Cashier

- Managing Receipts and Refunds
- Bagging and Serving
- Order Processing
- Handling Rush Hours Efficiently

REFERENCES

Mary Mae Castro
Accounting Assistant

Phone: 0969-254-2935

Gennys Franco
Restaurant Manager

Phone: 0995-932-7342