

MHARGARETT H. RODRIGUEZ

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Carrier Objectives: To hire in a position that is best to my capacity and ability to bring my knowledge into a productive line of job.

EDUCATION

**University of Perpetual
Help System – DALTA**

Bachelor of Science in
Nursing- Graduated

PERSONAL INFORMATION

Date of Birth: 25 Oct. 1989

Nationality :Filipino

Marital status :Married

PERSONAL SKILLS

- ❖ All office application(Word, Excel, Access, Power Point)
- ❖ Analyzed consumer brand loyalty, competition and consumer interest to determine how to build and strengthen the brand for better exposure.
- ❖ Excellent customer relation
- ❖ Promoted a positive work atmosphere by

WORK EXPERIENCE

**COMPANY NAME : First gulf Legal Translation
Services**

POSITION : Administrative Assitant

PERIOD : October 2021- October 2022

Duties and Responsibilities:

- ❖ Responsible for meeting Customers, work presentation, sales and marketing.
- ❖ Assiting the client to all their documents and providing a high quality of translation.
- ❖ Handling all accounts payable by recording invoices and issuing of payments.
- ❖ Attending telephone calls, sending emails and communicating to suppliers and clients.
- ❖ Process transaction quickly and accurately, and fully follows operating procedure.
- ❖ Energetic Verbal written communication skills. Strong competitive drive and work ethic to succeed.
- ❖ Prepares quality documentaions and reports by collecting, analyzing and summarizing information and trends including failed processes, stability studies, recalls, corrective actions and re-validations.
- ❖ Refers online translation tools for addiotional assistance with translations.
- ❖ Provide clients with quotes beased on project length and level of complexity.
- ❖ We follow up clients to ensure satisfaction and understanding.

COMPANY NAME : Mcdonald's UAE

POSITION : Guest Experience Manager

PERIOD : February 2015 – July 2021

Duties and Responsibilities:

- ❖ Managing guest and front office opeartions. assisting

behaving and communicating in a manner that supported the staff.

the guest in the lobby area and responds to guest request and complaints.

- ❖ Taking care of the customer by putting them first and providing exceptional service standard.
- ❖ Handling clients queries and providing proper solutions.
- ❖ Help to create a memorable moments and great dinning experience while exceeding our guest expectations by providing perfect execution with genuine, authentic warmth and hospitality.
- ❖ Inspire team to deliver a guest experienxce that blurs the line between restaurants and quick service restaurants.
- ❖ To be a model of calm and fairness with guest experience and handling various solutions with composure and positivity.
- ❖ Connecting in the most meaningful way with guest during their visits at all touch points.
- ❖ **Awardee of Mcdonalds as a Local store Marketing of the year 2019.**

DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.