



Jonah Mark Petrache

Objective

To become a part of your company's team, where my knowledge and skills can be applied effectively and efficiently with an opportunity to grow and to be able to obtain additional knowledge through the work that I will be doing for the company.

Contact

Phone

0967 - 2298575 /

0968 - 5331761

Email

jmpetrache@gmail.com

Address

B27 L1 BEVERLY HILLS ST.
LAGUNA BEL-AIR 4, BRGY. DON
JOSE, STA. ROSA LAGUNA

Education

STI Santa Rosa

2011 - 2015

**B.S Hotel and Restaurant
Management**

San Lorenzo Christian School

Santa Rosa Laguna

2007 - 2008

Santa Catalina College

Sampaloc Manila

2002 - 2003

Language

English

Filipino

Experience

○ **2021 - 2023**

Social Media Manager / General Assistant

Social Media Manager/General Assistant

- Basic to intermediate Photoshop
- Creating template using Canva
- Social Media Postings FB, Instagram, LinkedIn, YouTube, SEO
- Updating pipelines
- Email Marketing
- Researching articles for posting
- FB Ads Manager
- Graphic Design
- Drip Campaign

○ **2019 - 2021**

Black Beard

Operations Manager

- Overseeing daily operations, inventories and employees.
- Reconciling sales at the end of the day.
- Budget requisition for stocks and delivery.
- Organizing receipts for liquidation.
- Handling the business' Facebook page for marketing and answering customers inquiry.
- Handling and planning events.
- Make cocktails and food for menu if needed.
- Conduct training for new employees.
- Create employee manual

○ **2018 - 2019**

Teletech Santa Rosa

Customer Service Representative

- Answering concerns through chat and calls
- Follow up customer's order status from the restaurant
- Calling the drivers for customer's delivery status
- Inform customers on the food availability

Reference

Stephanie Lyra Bangalan

Chat Support / Telus

Phone: (0976) 019-0881

Email : stephanie.bangalan27@gmail.com

Artjohn Alba

Executive Asst. IV Manila City Hall

Phone: (0917) 678-1127

Email : artjohn_alba@yahoo.com