

EL-JAY L. MONTECLARO

Don Gil Garcia St., Capitol Site, Cebu City

Cell # (09157214949)

monteclaroej0603@gmail.com

SUMMARY

Motivated employee and a Sales Associate with more than a year of experience. Dedicated worker with high energy and good communication skills. Reliable and easy to work with. Professional when it comes to time matters and able to work with little insights and collaborate in team environments.

EXPERIENCE

- Car Parts Specialist and Consultant / Sales and Customer Service Representative** **October 2014 – March 2016**
 U.S. AutoParts
 SupportSave Solutions, Inc.
 7F Cybergate Bldg. | Fuente Osmena | Cebu City
-searching and recommend exact parts for the vehicle
-insuring the parts provided will fit by checking it from the manufacturer
-process payments by means of major cards
- Barista** **September 2013 - Sept.2014**
 BO's Coffee
 WS and Landin Company
 Ayala Center Cebu Arch. Reyes Ave, Cebu City
-making coffee to a cup of freshness and other iced and blended beverages
-upselling and cross selling the other products like and pastries and merchandises
-promoting the main mission "HOMEGROWN" to create positive impact on lives of the people we serve by empowering social enterprises like Bayani Brew, Anthill Fabric Gallery, Artisan Chocolates and Loudbasstard.

EDUCATION

Bachelor of Science in Hotel and Restaurant Management
Saint Vincent's College – Dipolog City **March 2012**

REFERENCE

- | | | |
|-------------------------|--------------------------------|---------------|
| Cyril Mabatid | <i>USAP Sales Team Leader</i> | (09278212095) |
| Ana Rose Talisic | <i>Bo's Coffee Team Leader</i> | (09232983071) |
| Rachel Blanco | <i>Bo's Coffee Team Leader</i> | (09129434339) |