

Tristan Miles Bismonte

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EDUCATION

Laguna College of Business and Arts

Highs School Graduate

Calamba, Laguna

Graduation Date: Date

WORK EXPERIENCE

Amber Golden Chain of Restaurant

Branch Coordinator

Calamba, Laguna

Oct 2022 - Present

- Spearheaded daily to annual sales encoding using Excel with advanced functions (VLOOKUP, conditional formulas, data validation), ensuring accurate financial reporting and seamless coordination with accountants.
- Maintained inventory control and advance task scheduling, reducing order delays and improving readiness for incoming shifts.
- Delivered excellent customer service by answering inquiries, processing on-call orders, and managing email invoicing, including manual preparation of VAT-compliant invoices.
- Operated Amber Order Management System to relay, print, cancel, and track orders; performed real-time updates on stock and message boards to ensure operational efficiency

Amber Golden Chain of Restaurant

Rider Dispatcher

Calamba, Laguna

Oct 2022 - Present

- Strategically planned rider schedules and delivery routes based on location, traffic, and availability, ensuring timely deliveries through GPS and tracking tools.
- Acted as communication hub between riders and customers using messaging platforms to relay instructions, address concerns, and share delivery updates.
- Monitored rider activity and delivery performance, generating reports to optimize dispatching logistics and resolve delivery issues proactively.
- Maintained regulatory compliance and safety standards, collaborating with cross-functional teams and adapting dispatch strategies to improve customer satisfaction.

SKILLS & INTERESTS

Skills: • Microsoft Office (Excel, Word, PowerPoint)

Google workspace

Slack

Canva

Loom

Interests: • Technical & Process Optimization

- Client & Communication Management
- Logistics & Dispatching
- Planning, Organization & Compliance