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**Objective**

To secure a position where my hard work, dedication and ability to acquire new skills will serve any company I work for and provide motivation to always strive for the best.

**Working Experiences**

**Telephone Operator / Head Waiter**

**Zaroob Restaurant**

**Sheikh Zayed Road Jumeirah Tower Building Shop #1 U.A.E**

**December 31 2013 until December 31, 2015**

* Sets tables with clean linen or place mats, cutlery, crockery and glasses
* Greets Guest and seat them according to their preferences.
* Presents menus, makes recommendations and answer questions regarding food and beverages in some cases promotes menu for the day.
* Take Guest orders and pass them to kitchen staff or bar attendants
* Record guest orders and repeat them back in clear, understandable manner to minimize error.
* Serve fresh food and hot food with a smile in a timely manner.
* Responds to additional requests from guests and determines when meal has been completed.
* Presents bills to customers and accepts payment whether as cash or credit card
* Clear tables and return dishes and cutlery to kitchens.
* Sets up new linen, placemats, and glasses for the new customers to come.
* Does other related works voluntarily.
* Promptly report complains to a member of the Management team.
* Work with other servers and be a team player
* Answering phone calls taking order making sure that all the details is correct.

**Service Crew**

**Jollibee Food Corporation Philippines (Fast Food Chain)**

**January 15 up to July 18, 2013**

* Greet customer with a welcoming smile.
* Serve fresh food and hot food with a smile in a timely manner.
* Responds to additional requests from guests and deter determines when meal has been completed.
* Sends orders to customers at windows, counters or tables.
* Up sell menu items, beverages and desserts.
* Package to go order items into bags place drinks into carriers.
* Promptly report complains to a member of the Management team.
* Work with other servers and be a team player

**Bar Waitress**

***Padis Point Bar and Restaurant***

***March 11, 2011 to December 11, 2011***

* Greet customers and seat them according to their preferences.
* Offer welcome drinks and beverages, fill water glasses and refill beverages
* Offer appetizers and alcoholic drinks.
* Taking order to the customer and provide information about the menu items.
* Suggest menu items when requested by the customer. Relay patrons’ orders to the kitchen.
* Ensure that the order is prepared according to the menu.
* Ensure that the order quality and quantity prior to serving.
* Serve meals and side dishes to the customers, Maintain cleanliness in the bar.
* Taking care of the floor.

***Service Crew***

**Meden’s Grill House**

**December 5, 2008 to March7, 2011**

* Greet customer with a welcoming smile.
* Serve fresh food and hot food with a smile in a timely manner.
* Responds to additional requests from guests and deter determines when meal has been completed.
* Sends orders to customers at windows, counters or tables.
* Up sell menu items, beverages and desserts.
* Package to go order items into bags place drinks into carriers.
* Promptly report complains to a member of the Management team.
* Work with other servers and be a team player

**EDUCATIONAL BACKGROUND**

**TERTIARY**

**Physical Therapist**

**St. Jude Dimasalang**

**(2002-2004)**

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***SECONDARY***

***Baesa Adventist Academy***

***(1998-2002)***

***PRIMARY***

***Baesa Adventist Elementary School***

***(1993-1998)***

**PERSONAL INFORMATION**

**Age** : 32

**Gender** : Female

**Height**  : 5’5’’

**Civil Status**  : Single

**Birth date** : December 21, 1982