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| |  |  | | --- | --- | | **PERSONAL DATA** | | | Age: | 27 | | Date of Birth: | Feb 17, 1989 | | Gender: | Male | | Civil Status: | Single | | Height: | 170.22 cm | | Weight: | 55 kg | | Nationality: | Filipino | | Religion: | Christianity – Catholic | |  |  |  |  |  |  | | --- | --- | --- | | **WORK EXPERIENCE** | | | | **I have been working for 3.4 years in total** | | | | 1. | Position: | **Waiter (Opening Team)** | | Duration: | Dec 06, 2014 – Dec 23, 2015 (1.0 yr) | | Company Industry: | 5 Star Luxury Hotel | | Department: | (Choices all day dinning ) \*(Citi Fact Winner Favorite all day dinning 2015)\* | | Job Description: | Perform all necessary tasks to service food & beverage according to the standard of performance manual of the hotel  • Greet and seat customers and serve them in a professional, discreet and personalized way  • Acquire in depth knowledge of the food & beverage menu of the assigned outlet in order to assist and provide advice to guests  • Consistently monitor quality of food & beverage being served  • Practice good customer relations and attend to customer complaints / queries satisfactorily  • Responsible for maintaining hygiene and cleanliness standards in the outlet and upkeep of all service equipment  • Responsible for all service preparations before, during and after the service (mis-en-place & mis-en-scene)  • Ensure minimum wastage, breakage and spoilage  • Actively use up selling techniques to exceed guest expectations and increase revenue | | 2. | Position: | **Server (Casual)** | | Duration: | Jul 2014 - Dec 2014 (4 months) | | Department: | (Spectrum all day dinning ) (Banquet) | | Job Description: | Consistently offer professional, friendly and engaging service Assist guests regarding menu items in an informative and helpful way Follow outlet policies, procedures and service standards Have full knowledge of beverage lists and promotions Have full knowledge of all menu items, garnishes, contents and preparation methods Follow all safety and sanitation policies when handling food and beverage Other duties as assigned | | 3. | Position: | **Waiter/Bartender/Banquet Attendant** | | Duration: | Dec 2011 - Mar 2014 (2 yrs) | | Company: | Le Chef Incorporation | | Company Industry: | Food & Beverage / Catering / Restaurant | | Location | Camp John Hay, Baguio City | | Department: | Dinning/Bar | | Job Description: | Responsible for taking orders, and in some cases making the drinks as well, presenting the menu and today chefs creative set menu, answer guest question regarding the food and beverage’s on the menu, ensuring all guest needs are well attended, cleaning tables and buss out soiled dishes,afterwards,presenting the guest final billing checking all items are correct, bringing the guest bill to the cahier for change and its receipt, greeting the guest goodbye |  |  |  |  | | --- | --- | --- | | **EDUCATION** | | | |  | **Highest Education** |  | | Education Level: | Bachelor's / College Degree |  | | Education Field: | Hospitality/Tourism Management |  | | Course: | Hotel and Restaurant Management |  | | University: | University Of The Cordilleras |  | | Location: | Baguio City, Philippines 2600 |  | | Date: | Apr 2005 - May 2010 |  |  |  |  |  |  | | --- | --- | --- | --- | | **SKILLS** | | | | |  | **Skill** | **Level of Proficiency** | **Remarks** | | 1 | Food and Beverage Operations | 5- Advanced | Busboy, Food Runner, Buffet man, Section holder, Order taker, Bar tending, Hostess | | 2 | Micros system | 3 - Average | Input food and beverage orders to its designated areas | | 3 | Banquet Operation | 5 - Advance | Banquets, Corporate meetings, weddings, catering and Special events | | 4 | Bartending | 3 - Average | Basic International Cocktails | | 5 | Barista | 3 - Average | Basic Coffee Mixes | |

**First Name of Application CV No :** **1657740**

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