**MARIA RICHELLE P. QUIAMBAO**

**OBJECTIVE**

A responsible and challenging entry level position that will utilize my education and background, expand my knowledge and offer opportunities for personal and professional growth.

**PERSONAL ATTRIBUTES**

* Hardworking, trustworthy, highly dedicated and willing to do any task.
* Able to adapt oneself to new surroundings.
* Ability to work on my own without being constantly supervised.
* Ability to supply what is needed.
* Has a sense of time urgency and time needed to accomplish the tasks and duties.
* Computer literate - Microsoft Office Programs such as MS Word, MS Excel and Internet explorer.

**EMPLOYMENT RECORDS**

**Cashier THE BEANERY COFFEE SHOP**

June 15, 2014 – June 15, 2016

**Duties and Responsibilities:**

* Greets all customers with fast, friendly, personalized service and develops a rapport with customers by learning their names, favorite drinks and food items.
* Verbally receives and calls back customer orders in a friendly manner.
* Reports all customer complaints to manager on duty.
* Responds proactively to prevent customer service situations.
* Accurately rings sales orders into cash register and counts back change to customers in a courteous and friendly manner.
* Answers telephone in a courteous and friendly manner including, but not limited to, giving store greeting, directions to store location, and receiving and filling customer orders.
* Answers customer questions regarding coffee blends, preparation, and product freshness.
* Weighs, grinds and packs coffee per customers’ orders according to Company guidelines.
* Sells and serves baked goods and miscellaneous food items to customers.
* Maintains efficient, friendly service

**Secretary:** **Argus Company**

Balanga Bataan, Philippines

Nov. 27, 2012 – May 30, 2014

**Duties and Responsibilities:**

* Encoding all important data to the computer.
* Organizing and filing all important documents that can easily access by the staff.
* Answer phone calls and direct them when necessary.
* Do all duties given by the boss.
* Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports.
* File and update contact information of employees, customers and suppliers.

**Cashier CHOWKING FOOD CORPORATION**

Aguirre St, City of Balanga

May 10, 2012 – Nov. 25, 2012

**Duties and Responsibilities:**

* Welcome customers as they arrive at the order counter
* Provide customers with the menu
* Assist customers in making decisions by providing them with combination options
* Take orders by punching them into the database and repeat orders to ensure accuracy.
* Inform customers the amount of time it will take for their order to be prepared
* Take cash in exchange of meals sold
* Relay orders to the kitchen so that they can be prepared immediately
* Prepare orders when needed by constantly checking the order slip for accuracy.
* Handle preparation of fountain drinks, shakes and ice creams
* Assemble orders and pack them in a safe manner
* Ensure that condiments such as sauces and napkins are added to the packaged food items.
* Assemble meals on a tray and offer the tray to the customers eating in
* Discard any expired item immediately
* Ensure that order and food preparation counters are clean at all times
* Manage cleaning and maintenance activities on equipment such as ovens and grills
* Order nearly finished food supplies from the vendor
* Receive supplies and ensure that they are stored properly
* Handle customers’ complaints and concerns

**EDUCATIONAL BACKGROUND**

**COLLEGE :** Information Communication Technology **2010 - 2012** Philippine Women’s University (Graduated)

San Jose, Balanga City, Bataan

**SECONDARY:** Pablo Roman National High School **2000 - 2005**

Panilao, Pilar, Bataan

**ACHIEVEMENT**

**2011:** 2nd Place in Web Page Designing (School Competition)

**SEMINARS AND TRAININGS**

**Philippine American Life and General Insurance Company**

On-The Job Training

November 21, 2011 – March 8, 2012

Balanga Bataan

**Student Conference On IT Education 2012**

February 2, 2012

Lou-is Restaurant Balanga City Bataan

**Leadership Training and Seminar**

August 20, 2011

San Jose Balanga Bataan

**Microsoft Office Tips and Tricks**

December 3, 2010

SMX Convention Center SM Mall of Asia Complex Pasay City

**PERSONAL INFORMATION**

**Birth date :** August 3, 1988

**Age :** 28

**Civil Status :** Single

**Gender :** Female

**Height :** 5’2

**Weight :** 110 lbs

**Citizenship :** Filipino

**Language :** Tagalog, English

**Job Seeker First Name / CV No: 1815486**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

