**Noemi**

**Noemi.339390@2freemail.com**

**OBJECTIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To be able to identify and maximize my strength and contribute the advancement of the company. To enhance my knowledge and skills through the work and duties assign to me.

I have excellent inter-personal skills, and a team player; have the ability to work on all levels of an organization, problem solving abilities. I am computer literate, proficient in word processing, spreadsheets and use of the internet.

**EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Food and Beverage Coordinator (Trainee) Bonnington Hotel**

* Regular liaison with staffing agencies.
* Discuss and book casual staffing requirements for both kitchen and front of house.
* Management of staff check in.
* Ensure all staff meet legislative, payroll and other RAS requirements.
* Menu card preparation for all required events.
* Post event staffs review.
* Operational duties

Food and Beverage Assistant: August 29,2011 till January 2017

**The McGetiigan’s Irish Bar.Bonnington Hotel.**

* Training, developing, managing the floor staff.
* Ensuring that the floor staffs are well trained for their designated positions on the floor.
* Giving an ongoing training on new policies and procedures.
* Managing the staff present within the work place at all times ensuring the guest were greeted and treated with the best service and experience as possible.
* Understanding the guest needs.
* Managing the floor staff to ensure the costumer received their service promptly.

**The400nightclub, Fairmont Hotel, Dubai, UAE**

**Cavalli Club Restaurant and Lounge, Fairmont Hotel, Dubai, UAE**

Waitress

* Responsible in serving cocktails, wines and spirits.
* Assisting the guest on their orders and make sure the guest is well attended.
* Dealing with guest through suggestive selling techniques and implies selling skills.
* Giving the guest proper information on our cocktail menu and bar food.

September 2006

**Rock City, Highland Hotel, Dubai, UAE**

Waitress

August 2006

**Fire and Ice Bar, Panorama Hotel, Dubai, UAE**

**Jocky’s Pub, Panorama Hotel, Dubai, UAE**

Waitress

July 2006

**Spark’s Club, Nova Hotel, Dubai UAE**

Waitress

June 2006 – July 2006

**Jimmy Dick’s, Movenpick Hotel, Dubai, UAE**

Waitress

**EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

BS Nursing

Our Lady of Fatima College of Medicine

1990 – 1992

**CERTIFICATIONS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Food and Beverage Coordinator

* Bayan
* Food and Beverage Request/Order
* Sending Email/Receiving Emails
* Checking Staff’s Rosters
* Vacation Form and Holiday Form

DataCase School of Technology

* MS Word, MS Excel, MS Powerpoint

Bar Management & Training Program

* Bulacan, Philippines

Hotel Exposure

* Executive Plaza Hotel, Philippines

**SKILLS & QUALIFICATIONS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Known for warm personality, sense of humor, flexible in natures and ability to see situation objective.
* High personal expectations with determination and energy to achieve.
* Ability to work under pressure, fast learner and willing to undergo trainings.