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**Archille**

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**OBJECTIVE** To render my full service while sharing my skills and expertise to the benefit of the company and self-improvement as well*.*

**WORK EXPERIENCE BARTENDER, INTERCONTINENTAL HOTEL**

**(Feb. 08, 2016 – Present)**

− Prepares and serve drinks (cocktails, mocktails, and beers, hot and cold coffee).  
− Taking orders and make sure the order is given properly and correct at the right time.  
− Update the daily temperature of the chiller.  
− Update the daily and weekly bar cleanliness.  
− Make inventory every end of the month.  
− Making sure the bar is always clean and in good condition.

**BARTENDER / FOOD SERVER, CHILIS**

**(Nov. 27, 2013 – Nov. 26, 2015)**

− Mixing and serving hot and cold beverages to the guests.

− Taking orders for food and drinks, as well as serving their orders.

− Communicating with guests and making them feel welcome.

− Anticipate guest’s needs and assist accordingly.

**BARISTA, THE COFFEE BEAN & TEA LEAF PHILIPPINES, INC.**

**(October 05, 2012 – October 04, 2013)**

− Serve and present hot non-alcoholic drinks quickly and efficient.

− Deliver good quality service at all times.

− Maintaining the cleanliness of the bar area.

− Keep knowledge updated by attending monthly meetings and trainings.

**ADMIN ASSISTANT, MASTERCARD INTERNATIONAL PHILIPPINES INC.**

**(November 30, 2010 - February 25, 2012)**

**−** Performing administrative and office support for multiple supervisors.

**−** Receiving and directing visitors, filing documents in an organized way.

**−** Sending out and receive documents via courier.

− Make arrangements for the meetings and events.

**CUSTOMER SERVICE REPRESENTATIVE, INFOCOM TECHNOLOGIES INC.**

**(November 09, 2008 – November 09, 2009)**

− Answers inquiries by clarifying the information and provide information.

− Resolve problems by giving an answer and alternative solutions.

− Escalating unresolved problems and sending ticket to the technical support.

**EDUCATION College Graduate**

**Three – Year Computer Management Technology**

**(June 2002 – March 2005)**

University of Rizal System

Morong Rizal, Philippines

**Seminars/Training Attended**

May 23, 2016 – April 20, 2021 Essential Food Safety

Syscoms College

Abu Dhabi, UAE

May 24, 2012 - May 24, 2017 FBS NCIII

Asian Touch International Training Institute Inc. (TESDA affiliated)

MarikinaCity

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| May 24, 2012 - May 24, 2017 | FBS Barista Asian Touch International Training Institute Inc. (TESDA affiliated)  MarikinaCity |
| May 24, 2012- May 24, 2017 | NCII Bartending Asian Touch International Training Institute Inc. (TESDA affiliated)  MatikinaCity |

**I HEREBY CERTIFY** that the above information’s are true and correct to the best of my knowledge.