

**MARCO**

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### **CAREER OBJECTIVE:**

To indulge myself into any chosen profession where I can apply all the knowledge and talents that I have acquired as well as to interact with people from different walks of life and to gain new skills necessary to uplift my personality and career.

**PERSONAL ATTRIBUTES:**

* A fast-learner and a performance-driven individual.
* A young and dynamic with good communication skills.
* Hardworking and can work under pressure with minimal supervision.
* A team player and flexible to individual & teamwork environment.
* Computer literate

**PROFESSIONAL EXPERIENCES:**

***Company name*** : Dressd Salad Bar DIFC, Dubai

United Arab Emirates

***Designation*** : Bar Specialist/Supervisor

***Date Joined*** : October 2, 2016 –present

Job Descriptions:

* Responsible for preparation of salads which are to be served at specified times
* Responsible for ordering all produce used in food production
* Manages own time, knowledge of quantity of food production, has Knowledge of fresh fruits and vegetables, and basic skill in using needed equipment
* Alert and able to carry on specified duties
* Skill in measuring and/or weighing ingredients
* Proper portioning of food to be served
* Utilizes chef’s knife, mixer, food chopper, blender, ovens and measuring equipment
* Food of highest quality possible
* Maintains inventory by checking stocks to determine inventory levels; anticipating customer demand.

***Company Name*** :Caribou Coffee DIFC, Dubai

Al Sayer Retail Establishment

United Arab Emirates

***Designation*** : Barista/Supervisor

***Date Joined*** : March 16, 2013 July 2016

Job Descriptions:

* Develops enthusiastically satisfied customers all of the time.
* Provides quality beverages consistently for all customers
* Maintains Quality store operations.
* Contributes to store profitability.
* Takes responsibility to learn all aspects of the barista position

***Company Name*** :RRJ Philippines Tagbilaran Bohol

***Designation*** : Promodiser/supervisor

***Date Joined***  : June 2, 2012 – December 29, 2012

Job Descriptions:

* Ensures the achievement of sales targets
* Responsible for timely and proper display and replenishment of merchandise
* Receives and check accuracy of all products deliveries and reports discrepancies immediately
* Conduct inventory as scheduled
* Identify and segregate items for pull-out damage, dirty and slow moving
* Safeguard merchandise from external and internal losses (e.g. theft, damage, etc.)
* Maintain orderliness and cleanliness at the selling and stockroom area
* Prepare and submit accurate reports on time
* Provides fast, efficient and courteous service at all times to customers
* Provides accurate and timely feedback for store related concerns and other related thereto

***Company Name*** :Sea Corals Dive Resort

Panglao Bohol, Philippines

***Designation*** : Waiter/Assistant Bartender

***Date Joined***  : September 17, 2010 – January 10, 2012

Job Descriptions:

* Prepare tables for meals, including set up items such as linen, silverware and glassware.
* Greeting guests (with eye contact and smile).
* Escort guests to their tables.
* Present menus to the guests and answer questions about menu items, or making recommendations.
* Present wine list and describe or recommend wines to the guests.
* Taking food and drink orders.
* Present and serve wine (into the proper glass).
* Serving food and drinks (older ladies first).
* Check with guests to ensure that they are enjoying their meals and take action to correct any problems.
* Remove dishes (gentlemen first!) and glasses from the tables for cleaning.
* Dealing with bill payments.

***Company Name* :** Deep Blue Resort

Panglao Bohol, Philippines

***Designation*** : Waiter

***Date Joined* :** July 14, 2009-April 10, 2010

Job Descriptions

* Taking down customer’s orders and serving the food exactly as requested
* Handling menu to the customers
* Assisting guest to the vacant or reserved table
* Record the prices that the guest’s ordered in the guest check
* Courteously handle the bill to the customers
* Advising the customer’s the course for the day or the best-selling menu.
* Attends to the needs of the customers.
* Remove dishes and glasses from tables or counters, and take them to kitchen for cleaning.

***Company Name*** : Best Transport

Ninoy Aquino International Airport, Philippines

***Designation*** : Tourist Guide/ Driver

***Date Joined***  : August 2008-January 26, 2009

Job Descriptions:

* + Arrange for tour or expedition details such as accommodations, transportation, equipment, and the availability of medical personnel.
    - Attend to special needs of tour participants.
  + Give advice on sightseeing and shopping.
    - Lead individuals or groups to tour site locations and describe points of interest.
    - Plan tour itineraries, applying knowledge of travel routes and destination sites.
    - Resolve any problems with itineraries, service, or accommodations.

***Company Name*** : Greenwich Pizza Corp.

Manila, Philippines

***Designation* :** Crew/Raider

***Date Joined***  : July 29, 2006-December 3, 2006

Job Descriptions:

* Attend to customers’ needs
* Take and serve food and drinks orders.
* Performs billing/cashiering duties.
* Maintain cleanliness and hygiene of working environment.

***Company Name*** : Bohol Beach Club

Panglao Bohol, Philippines

***Designation***  : Waiter (Awarded Most Outstanding Employee of the Year)

***Date Joined*** : January 25, 2005-March 5, 2006

Job Descriptions:

* + Taking down customer’s orders and serving the food exactly as requested
* Handling menu to the customers
* Assisting guest to the vacant or reserved table
* Record the prices that the guest’s ordered in the guest check
* Courteously handle the bill to the customers
* Advising the customer’s the course for the day or the best-selling menu.
  + Attends to the needs of the customers.
* Remove dishes and glasses from tables or counters, and take them to kitchen for cleaning.

***Company Name***: Dumaluan Beach Resort

Panglao Bohol, Philippines

***Designation***  : Waiter

***Date Joined***  : February 5, 2003-December 30, 2003

Job Descriptions:

* + Taking down customer’s orders and serving the food exactly as requested
* Handling menu to the customers
* Assisting guest to the vacant or reserved table
* Record the prices that the guest’s ordered in the guest check
* Courteously handle the bill to the customers
* Advising the customer’s the course for the day or the best-selling menu.
* Attends to the needs of the customers.
* Remove dishes and glasses from tables or counters, and take them to kitchen for cleaning.

**ACADEMIC/VOCATIONAL BACKGROUND:**

Philippine Christian University

Manila Manpower Development Center

Hotel restaurant Services

February 5-27, 2007

STI College of Tagbilaran

E-Commerce Programming

2000-2002

PMI Colleges of Tagbilaran

Bachelor of Science in Maritime Transportation

Undergraduate

San Agustin Academy

Panglao Bohol, Philippines

High School Diploma

Cristal E- College of Panglao Bohol

Technical Education and Skill Development Authority

Commercial Cooking

March 18-19, 2009

**TRAINING & SEMINAR:**

Bohol Beach Club

Food and Beverage

January 5-25, 2005

**PERSONAL INFORMATION:**

Date of Birth : February 10, 1983

Civil Status : Single

Languages Known : English & Tagalog

Visa Status : Freezone visa