Jessie

Email: Jessie.345436@2freemail.com

Date of birth: June 14,1987

Place of birth: Sta. Rosa, Nueva Ecija

Nationality: Filipino

Visa statue: Visit Visa

Marital status: Married

**Objective**

To be able to work in a fast developing professional environment, where I can get the opportunity to learn and enhance my acquired experience and capabilities and to become a team player for the achievement of the organizational goals with a strong belief in coordinated team effort and proof to be an asset for its effective functioning.

**Educational Attainment**

 **Secondary**

 Carmen National High School

 Zaragosa, Nueva Ecija

 S.Y. 2006-2007

 **Primary**

 **Rajal Centro Elementary School**

Sta. Rosa, Nueva Ecija

 S.Y 1999-2000

**Working Experience**

**BASILICO RESTAURANT**

**Dubai Marina**

**Barista cum waiter**

**January 2010-July 2011**

 Greet customers and seat them according to their preferences

 Offer welcome drinks and beverages

 Fill water glasses and refill beverages

 Take orders and provide information about menu items

 Suggest menu items when requested by the customer

 Ensure that the order is prepared according to the menu

 Clear table and clean table tops

 Change table cloths and clear dishes and flatware

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 Carry dishes and flatware to the kitchen

 Ensure that all tables replenished with eating dishes

 Collect menus at the end of the shift

**Sand and Gravel Company**

**Company Driver**

**August 2011- November 2015**

 Transport loose materials like gravel, rock, sand and dirt to required destinations

 Follow a schedule to ensure timely delivery

 Chart out the best route possible in order to save time

 Verify the types of materials being loaded on vehicle

 Perform appropriate maintenance and keep truck clean

 Ensure that all deliveries have been signed and delivered to the correct recipient

 Perform loading and unloading duties

 Manage daily inspections on the vehicle

**Veejay Restaurant and Catering Services**

**Waiter**

**December 2016- present**

 Greet guests and make them feel comfortable.

 Learn menu items and be able to describe them appropriately to guests.

 Take beverage and food orders.

 Deliver beverages and food in a timely manner.

 Check-in with guests to ensure that everything is going well.

 Clear dirty dishes from table.

 Refill beverages throughout the meal.

 Deliver guest’s bill and thank them for dining at the restaurant.

Work with other servers and be a team player

**I hereby certify that the above information is true and correct to the best of my knowledge and belief**

 JESSIE