****

**MARK**

[**MARK..349253@2freemail.com**](mailto:MARK..349253@2freemail.com)

**OBJECTIVE:**

To be able to work in your establishment and to extend my knowledge an capabilities and become an excellent service provider.

**EDUCATIONAL BACKGROUND:**

**MARINERS’ POLYTECHNIC COLLEGES FOUNDATION**  
Albay, Philippines  
Bachelor of Science in Hotel and Restaurant Management  
2011 – 2014

**BICOL UNIVERSITY POLANGUI CAMPUS**Albay, Philippines  
Bachelor of Science in Food and Technology  
2009 – 2010

**WORKING EXPERIENCE/TRAINING:**

Assistant Restaurant Manager  
Red Ribbon Bakeshop Inc.   
Quezon City, Philippines   
October 21, 2014 – January 31, 2017

* Responsible for providing quality customer service.
* Responsible for preparing the monthly / daily inventory of all store stocks.
* Responsible in overseeing transactions that are coming in and out of the store.
* Responsible in leading the team.
* Responsible in receiving and inspecting the newly delivered Cakes and Pastries.
* Responsible in encoding and overseeing all receiving items, transfer out products, transfer in products, wastages and ending inventory in a daily basis.
* Responsible in reporting to the Restaurant Manager any problems encountered in store.
* Responsible in doing all the necessary reports.
* Responsible in motivating and inspiring the team to achieve store productivity goals.
* Responsible in managing effectively the store operations, ensuring consistency and compliance.
* Responsible in being flexible in what might happen in store operations.

Kitchen Staff (Butchery Section)   
Waterfront Manila Pavilion Hotel and Casino  
Ermita Manila, Philippines  
November 06 2013 – January 05, 2014  
(500 hours on the job training)

* Responsible for preparing the needed meat products of the kitchen both Hot and Cold.
* Responsible for preparation of different slices needed in a Buffet Restaurant.



Dining Crew  
Max’s Restaurant  
Bicol,Philippines  
July 24 – August 30, 2013,  
(200 hours on the job training)

* Responsible for assisting guests with their needs.
* Responsible for taking the order of the guests.
* Responsible of taking in charge of the tables’ assignment.
* Responsible in bussing out soiled dishes.
* Responsible in attending the needs of the guests.
* Responsible in serving the food ordered by the guests.

**AWARDS/ACHIEVEMENTS:**

Proficiency in Food and Beverage Services  
April 11, 2014  
MPCF Legazpi City

Proficiency in Tourism Management  
April 11, 2014  
MPCF Legazpi City

Topnotcher Departmental Assessment of Academic Competency  
April 11, 2014  
MPCF Legazpi City

Food and Beverage Services NCII Holder  
October 2012

**PERSONAL INFORMATION:**

Nationality: Filipino/Philippines  
Civil Status: Single  
Date of Birth: July 11, 1992  
  
Passport Valid: until October 2019  
Visa Status: Visit Visa