**JUNIEPINA**

**JUNIEPINA.357137@2freemail.com**

**EDUCATION**

**College**

Franciscan College of the Immaculate

Baybay, Leyte Philippines

**Bachelor’s Degree**

Bachelor of Elementary Education

**COMPETENCY SUMMARY**

**Objective:**

Seeking a position that will fully utilize my talents and expertise while upholding the virtue of honesty and discipline to stay abreast in the business

**Skills**

Team player; eye to details and quality; Enthusiasm with strong and effective communication skills, analytical thinking, problem solving and decision making; strong ability to learn, adopt, improve new responsibilities, initiative and commitment to achieve

**CAREER HISTORY**

**Hostess / Waitress June 2010 – December 2014**

**Azadea Group LLC**

**Kosebasi Restaurant**

Jumierah Beach Residence,

 Dubai UAE

**Cashier / Waitress December 2006 – April 2010**

**Café Havana Burjuman**

Burjuman, Dubai UAE

**Hostess April 2004 – November 2005**

**Barrio Fiesta**

SM Cebu City Philippines

**Hostess / Waitress February 2003 – March 2004**

**Chilis – American Restaurant**

Legaspi Village Makati City Philippines

**Hostess January – 2002 – February 2003**

**T.G.I Friday**

Ayala Mall Cebu Philippines

**Duties and Responsibilities**

**COMPUTER SKILLS**

MS Office and Excel Applications,

Power Point Software Applications

**TRAINING & SEMINARS**

**Basic Food Hygiene**

**Certificate**

June 22, 2010

**REFERENCES**

Available upon request.

* Provide a warm welcome to the customer
* Leaning the names of and building relationship with regular customer
* Initiate good working relationship with colleagues and all other department
* Ensure timely deliver of all food and beverage items to customer
* Understand menu content and keeping up to date with any menu change
* Making a recommendation from the menu if requested
* Welcoming them to the restaurant, escorting to their table and also informing them of any special offers or meals and inform them the detail of the specific server who will assist
* Ensuring the food service area is left clean and tidy
* Schedules dining reservations and arranged parties and special service for diners
* Ensuring that waiting customer and comfortable and calm as well as they come and go
* Presenting the culture of a restaurant and creating a good first impression