

Mary

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**O B J E C T I V E**

**SKILLS**



Finding a position enabling me to show my proficiency and efficient skillset in a new and challenging environment.

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|  |  |  |  |  |  | ORGANISATIONAL SKILLS | | | |  |  |  |  |
|  |  |  |  |  |  |  | Sharing knowledge and expanding my | |  |
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|  |  |  |  |  |  |  |  |  |  |  | experience to perfect hospitality. | |  |
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|  | CURRENTLY ON UAE VISIT VISA | |  |  |  | FRONT OFFICE | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **A T T R I B U T E S** | |  |
|  |  |  |  |  |  | FOOD & BEVERAGE EXPERT | | | |  |
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|  |  | **EDUCATION** |  |  |  |  | Highly motivated | |  |
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|  |  |  |  |  |  | HOUSEKEEPING | | | |  |  |
|  |  | **B ACHELOR OF** |  |  |  |  | Sparkling Personality | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **SCIENCE IN HOTEL** |  |  |  |  |  |  |  |  | Hard working | |  |
|  |  |  |  |  | SALES AND MARKETING | | | |  |  |
|  |  | **AND REST AURANT** |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **MANAGEMENT** |  |  |  |  |  |  |  |  | Positive attitude | |  |
|  |  |  |  |  | EFFICIENCY | | | |  |
|  |  | System Technological Institute |  |  |  |  | Responsible | |  |
|  |  | College (STI) |  |  |  |  |  |  |  |  |  |
|  |  | Bonifacio Global City |  |  |  |  |  |  |  |  | Reliable & Flexible | |  |
| 2010-2014 | | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | | | |  |  |  |  |
|  |  |  |  |  |  | **WORK HISTORY** | | | |  |  |  |  |
| **ASTORIA PLAZA** | | |  | *April 2015 - February 2017* | |  |
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*Food & beverage Assistant*

My duties ranged from greeting visitors, maintaining a clean and welcoming environment amazing customers with creative and well supplied banquets, buffets or special events, deputizing to the F&B manager to coordinating operations and solving problems.

Close coordination with kitchen staff on quality and scheduling.

Quantity and ratio estimation to maintain low wastage while optimizing the companies’ food costs.

Instructing trainees and new staff to upskill and ensure quality of service.

Solving problems by timely decision making and maintaining clear concise communication. Attended in-house training:

Housekeeping Department & Sale and Marketing Department Customer Service & Food and Beverage Department



**WORK HISTORY**

**KULINARYA KIT CHEN** *November 2014 - April 2015*

*Food attendant buffets/banquets*

Organizing and supplying buffets and banquet setups while ensuring customer satisfaction.

• Working closely with kitchen staff, maintaining timely chain of supply and food quality.

Ensuring best dining experience by planning and maintaining communication with colleagues and facing guests’ complaints in a friendly, open and supportive manner.

• Welcoming guests and advising on offers, buffet layout and organization as well as special events and the like.

**TRUNK SHOW** *April 2007 – November 2009*

*Sales Assistant*

Attending customers on the sales floor, restocking inventory and cashier duty

* Providing advice in new trends and styles
* Discussing customer feedback with Brand Merchandiser
* Cashier, responsible for all cash transactions

**VOCATIONAL TRAINING**

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|  |  |  |  |  |  |
| **BED MAKING AND** |  | **HOTEL OVERVIEW** |  | **TOURISM DEVELOPMENT** |  |
| **BARTENDING** |  | **FRONT OFFICE & HOUSEKEEPING** |  | **& SUSTAINABILITY** |  |
| The Heritage Hotel Manilla |  | Bayview Park Hotel |  | Grande Island Resort Subic Bay |  |
| March 2011 |  | April 2011 |  | March 2012 |  |
|  |  |  |  |  |
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**E D U C A T I O N**

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| System Technological Institute College (STI) Bonifacio Global City | *2010 - 2014* |
| Bachelor of Science in Hotel and Restaurant Management |  |
| Pasay City South High School | *2001 - 2005* |
| High School Diploma |  |
| Pasay City Elementary School | *1995-2001* |
| Elementary School Diploma |  |

References furnished upon request.

