### **JEFFREY**

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**OBJECTIVE**

Create a working environment wherein one can explore more possibilities for self-enhancement and development so as to achieve higher standards than the required and therefore fulfill a more productive and secure life.

**EDUCATIONAL BACKGROUND**

**Tertiary**

2003-2006 The Philippine Women’s University

And it’s Affiliate School for Men and Women

Taft Avenue, Manila, Philippines

Bachelor of Science in Hotel and Restaurant Management

**WORK EXPERIENCE**

August 15, 2014 – April 18, 2017 **BOCA Word Of Mouth** DIFC Gate Village 6, Dubai, United Arab Emirates

Waiter / Food Runner / Barback

Job Description

* Checking up back-ups to prepare for daily operations like glasses, plates, cutleries and wine buckets.
* Assisting the Senior Servers on their tables. Serving the dishes and drinks on the right table number and explaining to the customer the dishes you are serving.
* Setting up the table once the customer left right away to prepare for the next customer.
* As a Bar back, preparing the bar station and completing all the setups and backups needed for the daily operations.
* Ensuring all products are in good condition, monitoring the expirations and ordering the items needed for the service.

November 2, 2011-November 2, 2013 **California Pizza Kitchen**

Dubai Mall, Dubai, United Arab Emirates

Food Server

Job Description

* Maintained a high standard of friendly and professional service to customers.
* Performs standard operating procedures. Visiting and monitoring guest’s tables and give them a service beyond their satisfactions.
* Greet them with a smile, take the orders then serve the food without auctioning. Monitors them until they are done then make a last great impression when they leave.

March 21, 2007-November 1, 2011 **Bo’s Coffee Club Philippines**

NAIA Terminal 1, Pasay City, Philippines

Barista / Team Leader

Job Description

* Overseeing all the day-to-day operations. Leader-in-charge in the absence of the OIC and 2nd in command in terms of decision making.
* Concerned with the delivery of excellent customer service, thus maintaining the standards of high quality products and service.
* Also responsible for forecasting (ordering of stocks and pastries), reports, endorsement, inventories, setting example for the partners and maintaining the store its true ambiance.
* Cut-off the sales and counting all the cash funds as well as the cashier’s sales to turnover it to the next shift.

**TRAININGS AND SEMINARS ATTENDED**

**WSET LEVEL 1 passer**

MMI Saeed Tower 2, Sheikh Zayed Road, Dubai, UAE

April 10, 2015

**PERSONAL BACKGROUND**

Birthday:April 2, 1986

Height:5’6

Weight: 160 lbs.

Religion:Roman Catholic

Civil Status:Married

Language Spoken: Filipino, English

**SKILLS AND QUALIFICATIONS**

* Can work efficiently and effectively with proper training in any areas
* Computer Literate and POS Knowledge
* Hardworking and trustworthy
* Does not mind working long hours
* Very open to be train and to learn new things and can adapt in any kind of working environment