**JAMES**

[**JAMES.366348@2freemail.com**](mailto:JAMES.366348@2freemail.com)

**OBJECTIVES**

Apply my diversified knowledge and skills, in order to grow professionally through continuous learning, smart-working and being a committed team player, enabling me to contribute my efficiencies towards the company's growth. My strengths are persistent and dedication with inner drive to succeed and accomplish a goal in my field. I have encountered a lot of people in different environment that has made me proud and built my confidence. My eagerness to learn and apply new effective ideas and to accept challenge made me determined as diligent worker.

**EDUCATIONAL ATTAINMENT:**

Associate in Hotel and Restaurant Management - June 2013 – March 2016

**PERSONAL DETAILS:**

Place of Birth : Cauayan City Isabela Philippines

Date of birth : March 01, 1995

Citizenship : Filipino

Language/Dialect : English and Tagalog

Visa Status : cancelled visa

**BARISTA cum Cashier**

**Chocolate Coffeeline**

**Cauayan City Isabela, Philippines**

**July 27 2015 June 30 2016**

**Duties and responsibilities:**

* Welcomes customers always smile, assist them and explaining the menu
* Educates customers by explaining to them every detail of the product how its prepared what are different kinds of beans where they belong
* Communication skill it’s important to understand and listen carefully what are the guest interest.
* Prepares orders with specialize technique and with love and latte art.
* To generate more revenue by attracting customers by using social media and by standing in the front of the shop giving flyers.
* Maintains inventories by replenishing coffee bean supply; stocking coffee brewing equipment; maintaining supplies, pastries, and cookies for coffee bar.
* Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.

**JOLLIBEE**

**Cauayan City Isabela Branch, Philippines**

**Service crew cum grill man**

**August 1 2013 to April 30 2014**

**Duties and responsibilities:**

* Take orders from customers and present them as requested
* Process bills for the customer and also issue them receipts
* Help with outdoor delivery or with food preparation at the kitchen, depending on what is required at any particular time
* Pack foods ordered by customers and serve them in the most efficient manner
* Set the table in an orderly manner before customers show up
* Get tables cleaned once customers are through with their dining
* Provide helpful answers to queries or questions proffered by customers

## SKILLS AND QUALIFICATION:

Listening, Verbal Communication, Customer Focus, Customer Service, Basic Safety, People Skills, Action Oriented, Organization, Selling to Customer Needs, Attendance, Client Relationships, Latte art.

**ON THE JOB TRAINING:**

**SERVICE ATTENDANTS FOOD & BEVERAGES DEPARTMENTS**

**Hotel Supreme**

**Baguio City Philippines**

**May 1 2016 to June 5 2016**