**Irene**

**E-Mail:** **Irene.374847@2freemail.com**

**Objective**



To work in a progressive company, exerting my efforts, skills and potentials to the fullest, to gain experience and assume the greater for the improvement of the company.

**Experience**

**CRÈME DE LA CRÈME L.L.C.**

**STUDIO MASR RESTAURANT**

**(Dalma Mall, Mussafah Abu Dhabi)** **December 12, 2013-January 12, 2017**

**Duties and Responsibilities:**

* Taking orders and serve food and beverages to patrons at tables in dining establishment.
* Check with customers to ensure that they enjoying the meals.
* Take action to solve any problems.
* Communicate with customers to resolve complaints or ensure satisfaction.

**ORYX Hotel**

**Waitress, Room service,**

**(Khalidiyah Corniche, Abu Dhabi)** **February 03, 2010-December 09, 2013**

**Duties and Responsibilities:**

* Provided highest quality product the guest in a timely and polite manners.
* Retrieved all guests trays and cart upon the guests demand**.**
* Responsible for being memorable in all menu items, pricing and other services provided by the employer in relation to room service
* Exercised appropriate telephone manners with guest
* Delivered outgoing orders as per guest request
* Read order tickets and bring together the order in the kitchen area
* Delivered food items to the visitors and guest in their rooms
* Cleaned and sanitized guestrooms at the end of the meal and return dining items to the kitchen area
* Kept lobbies clean of trays and cups.

**Sm Makati**

**DEPARTMENT STORE LADIES SHOES** **April 29, 2009 to September 31, 2009**

**Duties and Responsibilities:**

* Received deliveries and ensure are well counted and present on the floor as per the brand standard
* Vigilant in every situation in the store to prevent theft
* Able to communicate all information to the customer
* Follow visual merchandising guidelines
* Present the visual merchandising on the window and add some attraction to the customer
* Prepare replenishment of stock sold-out
* Prepare end of the month inventory report
* Prepare document that submitted to the head office

**SHOESTYLE ICON**

**JANEO SHOES**

**SALES DEMO** **September 2008 to March 2009**

**Duties and Responsibilities:**

**** Creative display in selling area

**** Perform such other duties as may be assigned

****Motivated the customer by effectively demonstrating the products****Achieved sales goals according to the company business plan

**** Prepare reports and provide sales management information

**KEY QUALIFICATIONS**:

**** Good service knowledge

**** Pleasant personality and highly professional appearance

****Ability to take care of guests with admiration and professionalism****Knowledge of proper table settings and service ware settings

**Education**

|  |  |
| --- | --- |
| **COLLEGE: Lyceum of the Philippines-Manila** | B.S in Hotel and Restaurant Management |
|  | Undergraduate |
| **HIGH SCHOOL: Bicutan Parochial School** | **1996-2000** |
| **Skills** |  |
|  |  |
| Costumer Service oriented and has knowledge in basic computer operation. |  |

**KEY OF SUCCESS:**

**** Integrity and Ethics

**** Teamwork

**** Training

**** Communication

**** Continues Improvement

**PERSONAL BACKGROUND:**

|  |  |  |
| --- | --- | --- |
| **Sex:** Female | **Birthday:** May 6, | 1983 |
| **Status:** Single | **Religion:** Roman | Catholic |

**Character References:**

Provided upon request.

**IRENE**

 **Applicant**

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