**Evelyn **

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**Position Applied:** Waitress/Hostess/Cashier/Room attendant/Sales promoter/Food service/ Service Crew/Assist. Diet.Tech./etc.

**Objective:**

To be part of an institution where I can make significant contributions while further developing my knowledge and skill

**Employment Record:**

Company : Savy Hospitality W.L.L/ Doha Qatar

Position : Waitress/ Fine Dining Restaurant

Inclusive Dates : December 02, 2013 to January 29, 2017

**Duties and Responsibilities**

* Prepare mis n pla for restaurant opening
* Greet the customers politely as they enter the restaurant
* Show customers to their tables, introduce self to customers.
* Present menus to quest and up sell food and beverage items through the meal.
* Monitor customer’s needs and promptly handle request.

**Employment Record:**

Company : Renaissance Facilities Management, Tawam Hospital AL-ain UAE.

Position : Waitress/Diet Tech.

Inclusive Dates : March 16, 2011 up to Oct. 04, 2012

**Employment Record**

Company : SMS Catering, King Fahad National Guard Hospital Riyadh, KSA

 Position : Diet Technician/food attendant

 Inclusive Dates : August 2006 – August 2009.

**Duties and Responsibilities**:

* Preparing nourishment supplements and wards deliveries.
* Preparing foods for the patients according to their given diets,
* Assists the Dietician in preparation of mixing tube feeding formulas.
* Assists the Dietician when check it to the diet from tray line is ongoing.

**Employment Record**

 Company : Godiva Inc. Makati City/Philippines

 Position : Skin Consultant/Sales promoter

 Inclusive Dates : June 2001-2005

**Duties and Responsibilities**

* Preparing daily inventory
* Selling beauty products
* Giving right products according to their skin type to the customers
* Maintain the cleanliness of the items/product and the area.

 **Employment Record**

 Company : Golden Pavillion Restaurant

 Position : Food Attendant

 Inclusive Dates : April-Oct. 2005

**Duties and Responsibilities**

* TABLE SKIRTING : Placing table cloth and other accessories
* TABLE SETTING : Placing forks, knives, spoon or Chopsticks, etc.
* SERVING THE CUSTOMERS/VISITORS/Guest and assuring that all they Ordered were

Served all.

**Employment Record**

 Company : Iseya Hotel Manila.

 Position : Chambermaid

 Inclusive Dates: February 2000-2001

**Duties and Responsibilities:**

* Responsible for maintaining accurate the items like bed sheets cover, pillow case, towel etc.
* Inventories and rotating/checking stock items.
* Inventory of the items.
* Monitor the cleanliness of each room.
* Clerical tasks such as ordering supplies, answering the phone and keeping records.
* Serving the guest assuring that all they ordered were assisting /served well.

**TRAINING ATTENDED:**

Particulars : Integrated Training in Hotel and Restaurant Services Provider Course

Duration : April04, 2005

Conducted by : Inter-Seas Maritime Management Services

 Position : Food Attendant

**ON THE JOB TRAINING:**

New Hong Kong GOLDEN PABILLION RESTAURANT

Edsa Heritage Hotel Manila.

April-Oct. 2005.

**Phil-Asia** Technical Consultant and General Services, Inc.

Sta. Ana Metro Manila.

June 2006

**Educational Attainment**

Tertiary : St. Peter College, Iligan City

Course/Vocational : Computer Science

Year attend : 1995-1997

Secondary : ILigan City National High School

Year attend : 1990-1994

Elementary : South II Central School

Year Attended : 1984- 1990

**Personal Profile**

Gender : Female

Civil Status : Single

Age : 39 yrs. Old

Nationality : Filipino

Religion : Roman Catholic

Height : 5’2”

Weight : 120 lbs.

Birthdate : August 08, 1977