

# Aldriene Valenzuela Macabenta

Block 3 Lot 6 Phase 4 Maryhomes Subd.,  
Molino 4, Bacoor Cavite, Philippines  
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## PERSONAL INFORMATION

Permanent Address : Block 3 Lot 6 Phase 4 Maryhomes Subdivision Molino 4, Bacoor Cavite, Philippines  
Birthdate : March 27, 1991  
Birth Place : Paranaque City, Manila  
Height : 5'3 ft.  
Weight : 114 lbs.  
Sex : Female  
Civil Status : Single  
Religion : Roman Catholic  
Nationality : Filipino

## BENEFICIARY

Beneficiary Name : San Diego, Bailey Dara Macabenta  
Relationship : Daughter  
Permanent Address : Block 3 Lot 6 Phase 4 Maryhomes Subd., Molino 4, Bacoor Cavite, Philippines  
Tel. No. : (63) 916-6681625

## DEPENDENTS:

Father: Macabenta, Alfonso de Guzman      Birthday: February 19, 1958  
Birth Place: San Antonio, Zambales  
Occupation: Technician

Mother: Macabenta, Helen Valenzuela      Birthday: January 8, 1959  
Birth Place: Santo Nino, Iriga City  
Occupation: Housewife

## BROTHERS / SISTERS

Brother: Macabenta, Allan Valenzuela      Birthday: August 21, 1988  
Birth Place: Manila  
Civil Status: Single  
Occupation: Freelance

Sister: Macabenta, Almarie Valenzuela      Birthday: October 26, 1979  
Birth Place: San Antonio, Zambales  
Civil Status: Single

Occupation: Spa Therapist

## EDUCATIONAL BACKGROUND

<b>Elementary</b>	<b>Year [From] - [To]</b>
School: Saint Francis Learning School Address: Maryhomes Subd., Molino 4 Bacoor Cavite	2001- 2003
<b>Secondary</b>	
School: Saint Francis Learning School. Address: Taft Avenue, Manila Philippines	2003 - 2007
<b>College</b>	
Course: Bachelor of Science in Hotel and Restaurant Management specialized in Cruise line School: Lyceum of the Philippines University Address: Intramuros, Manila, Philippines	2007– 2011

## EMPLOYMENT HISTORY

Position: Assistant Restaurant Manager  
Company: Dusit Hotels and Resorts  
Address: Ayala Center, Makati Philippines  
Date: July 2019 – Up to Present  
Reason for Leaving: Presently Employed

Job Description / Duties and Responsibilities:

- Responsible for providing quality food preparation.
- Responsible for preparing the monthly / daily inventory of all OPEQ.
- Responsible for Scheduling team members
- Responsible ins inspecting, assessing and evaluating the quality food and beverage products.
- Responsible in coaching and training team members.
- Responsible in reporting to the Director of Food and Beverage regarding to daily operation.
- Responsible for analyzing profit and loss.
- Responsible for strategizing promotional activities and executing it accordingly.

Position: Food and Beverage Supervisor  
Company: Raffles Hotels and Resorts  
Address: Gaafu Alifu Atoll, Meradhoo Island, Maldives  
Date: February 10, 2019 – June 30, 2019  
Reason for Leaving: Resigned

Job Description / Duties and Responsibilities:

- Responsible for Inventory of OPEQ are materializing on a monthly schedule
- Responsible for Assisting food and beverage outlets with pre-opening preparations.
- Responsible for Assisting the Culinary team and cost control team in plotting menu and price lists in the system.
- Responsible for Reporting directly to the restaurant manager regarding day to day operation
- Responsible for assisting in scheduling and allocationg team member's vacation leave and/public holidays.

- Responsible for Safe keeping memorandum and executing SOPs
- Responsible for Making sure team members are participating to our companies' wellness activities.

Position: Food and Beverage Service Leader  
 Company: Shangri-la Hotels and Resorts  
 Address: Bonifacio Global City, Taguig Philippines  
 Date: March 2017 – February 2019  
 Reason for Leaving: Resigned

Job Description / Duties and Responsibilities:

- Responsible for Mentoring, training and coaching team members and making sure they are executing proper SOP mandated by the company
- Responsible for Overseeing the all day dining restaurant's daily operation.
- Responsible for maintaining beverage costs relayed by the Executive mixologist.
- Responsible for Consolidating promotional activities.
- Responsible for food pre-preparation.

Position: Food and Beverage Senior Server  
 Company: The Ritz Carlton Hotel Company L.L.C  
 Address: The Galaxy Macau, Taipa Ilhas Macau  
 Date: August 2016 – November 2016  
 Reason for Leaving: Resigned

Job Description / Duties and Responsibilities:

- Responsible for Training and coaching
- Responsible for Cashiering procedures
- Responsible for Trip Advisor ranking
- Responsible to Help promote bar and lounge
- Responsible for Coordinating to other departments

Position: Food and Beverage Server  
 Company: The Ritz Carlton Hotel Company L.L.C  
 Address: The Galaxy Macau, Taipa Ilhas Macau  
 Date: March 2015 – July 2016  
 Reason for Leaving: Promotion

Job Description / Duties and Responsibilities:

- Responsible for attending training scheduled by the company
- Responsible for Complying with the company's SOP and other protocol
- Responsible to Help promote the outlet and the brand
- Responsible for Cashiering procedures

Position: Food and Beverage Secretary  
 Company: Fujairah Rotana Resort and Spa  
 Address: Al Fujairah, Al Aqqah beach, Fujairah UAE  
 Date: February 2013 – January 2014  
 Reason for Leaving: Resigned

Job Description / Duties and Responsibilities:

- Responsible for Directly reporting to the Assistant Director of Food and Beverage
- Responsible for Consolidating data for analyzing revenue, profit and loss, sales, budget. Etc

- Responsible for Coordinating with other departments whenever needed
- Responsible for Overseeing trainings of all the food and beverage outlets
- Responsible for taking restaurant reservations
- Responsible for Attending meetings and relaying important information to the managers

Position: Food and Beverage Server

Company: Fujairah Rotana Resort and Spa

Address: Al Fujairah, Al Aqqah beach, Fujairah UAE

Date: May 2011 – January 2013

Reason for Leaving: Promotion

Job Description / Duties and Responsibilities:

- Responsible for Training and coaching
- Responsible for Cashiering procedures
- Responsible for Trip Advisor ranking
- Responsible to Help promote bar and lounge
- Responsible for Coordinating to other departments

#### **TRAININGS / SEMINARS ATTENDED**

Training Center: Dusit Thani Manila                      Duration: February 2020  
 Address: Ayala center, Makati City Philippines  
 Title: Sake Basic Training

Training Center: Dusit Thani Manila                      Duration: October 2019 to December 2019  
 Address: Ayala center, Makati City Philippines  
 Title: Accelerated Leadership Program Modules 1-4

#### **SPECIAL SKILLS / INTERESTS**

- Skilled in food preparation of different assigned dishes. (American, Italian, Mexican, Vietnamese, and Filipino)
- Skilled in major relevant computer applications like MS Word, MS Excel.
- Well-versed in oral and written English and Filipino.
- Reading and poem-writing.
- Know how in basic bartending procedures
- Know how in Food safety management and protocols
- Know how in The Table Management System (Restaurant reservation system)

#### **CHARACTER REFERENCES**

Mr. Guillermo Calderon  
 Banquets Operation Manager  
 Dusit Thani Manila  
 Tel No. : (63) 917 513332

Mr. Ranga Christianto  
 Bar Manager  
 Raffles Maldives Meradhoo  
 Tel No.: (628) 1330 001013

Ms. Danica Dizon  
Account Manager  
Pure Commerce Euronet  
Tel. No.: (63) 917 026392

Ms. Mary Antonette Dumarán  
Assistant Manager F&B Casino  
Wynn Palace, Macau  
Tel. No.: (853) 62319596

Mr. Tarek Mourieess  
Executive Chef  
Tel. No.: (971) 506272010



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Applicant's Signature