



# ANDREW JASON M. VALENCIA

RESTAURANT MANAGER

## CONTACT INFORMATION

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Barangay Rizal, Makati City,  
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## PROFILE

I am currently an Operations Manager at Lost & Found 37 Bar and Lounge, responsible for overall operations of the bar and restaurant. I was an Assistant Restaurant Manager at The Belle & Dragon Makati, responsible for contributing to the restaurant's development in terms of providing excellent service. With almost two decades of restaurant experience, I am constantly seeking for new opportunities to hone both my work and interpersonal skills which will help strengthen my experience to contribute more to the hospitality, food and beverage industry.

## OBJECTIVE

To work efficiently and render my skills possessing the values of honesty, Integrity and become an effective team member in any company I may be joining.

## EDUCATIONAL BACKGROUND

### **Bicol University (2001)**

Bachelor of Science in Mechanical Engineering  
Legaspi City, Bicol

### **Bicol University School of Arts and Trades (1995)**

Legaspi City, Bicol

## EXPERIENCE

### **Lost & Found 37 Bar and Lounge (Delightfood Inc.)**

Operations Manager (December 2019- Present)

- In charge for overall operations of the bar and restaurant.
- Well experienced in training of all the staff for excellent and standard service.
- Responsible for submitting end of day report, monthly sales, gross sales and net sales

### **The Belle & Dragon (RKO BDM Makati Inc.)**

Assistant Manager (September 2015 - December 2019)

- Responsible for overall dining operations, supervision of staff: servers, cashiers, receptionists, bartenders
- Experienced conducting staff training every month
- Responsible for creating and submitting End of Day (EOD) Reports and inventory of stocks every end of the month
- Well experienced in accomodating VIPs as well as guest complaints

### **2nds Restaurant (Second Floor Venures Inc)**

Captain Waiter (October 2011 - 2015)

- Responsible for supervising the staff during dining operations
- Creates and submits Lunch and Dinner Reports
- Receives calls and walk in customers for reservations

### **Katzer Restaurant (Maple Syrup Company)**

Waiter (June 2010 - February 2011)

- Takes orders from customers
- Prepare proper payment of customers and coordinates with Supervisors and Cashiers
- Prepares well-cleaned tables and other cutleries

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## RESTAURANT MANAGER

### Le Souffle Restaurant (Lucullus Gourmet Products Corp.)

Waiter (December 2004 - January 2010)

- Responsible for cleanliness and table preparation as well as bust-out of dishes
- Takes orders from customers
- Prepare proper payment of customers and coordinates with Supervisors and Cashiers

### Machineries & Appliances Repaire Home Services

Contracting Mechanical and Electrical (November 2003 - June 2004)

- Freelance Work

### Dusit Nikko Hotel

Waiter (March 2003 - July 2003)

- Responsible for cleanilless and preparation of tables and cutleries
- Organizes equipment and other utensils
- Attends to guests inquiries and concerns

### Astoria Plaza

Banquet Waiter (January 2001 - January 2003)

- Responsible for table set up and arrangement and napkin folding
- Assists guests' need before, during and after eating
- Bust outs all used plates, and cutleries

## CHARACTER REFERENCE

### Mr. Sunil "Sunny" Jhamtani

General and Operations Manager, RKO BDM Makati Inc.

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