



# JEREMY M. GARDOCE

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## OBJECTIVE

To be part of the company that indulge professional growth that provides challenging and rewarding career. And where i can enhance my skills,ability and to attain effeciency and effectiveness in anykind of task or work I may be assigned to become an asset of company growth. Undergraduate and studied 2 years in BS Hotel and Restaurant Management and have a morethan 3 years of working overall as a housekeeper and merchandiser.

## EXPERIENCE

- **ITREN VENTURES |Unit 8 Colonnade Residence,132 Legaspi st. San Lorenzo,Makati City**  
*November 01 2020 -*  
HouseKeeper
  - Team Leader
  - Removed waste paper and other trash,maintaining the cleanliness if the Hospital
  - Secured the hallways if the patient and others who passing by.
  - Secured the Cleanliness in O R and also the Covid ward
  - Sanitize and clean environment in a hospital.Duties describe resume include making beds,changing linens,using disinfectants,and applying infectiin-control policies.
  - Active and Still working in this Hospital
- **Mercury drugstore|City Service Corporation|2544 Tolentino st. pasay,1300 Metro Manila|**  
*2019 - 2020*  
Housekeeper
  - Kept the building entry way,glass clean and polished for professional presentation
  - Removed waste paper and other trash from premises to designated area
  - Established and maintained clean and comfortable environment in building by vacuuming,cleaning windows and dusting
- **Cambridge Inc.|Metro Manila 26 General Tirona Rd. Barrio West,Caloocan 1401 Metro Manila**  
*2018 - 2019*  
Merchandiser
  - Improve operational effeciencies while managing customer request,store inventory,transaction new purchase order and pricing needs
  - Worked with Managers and advertising directions to optimize promotional.
  - Wirking closely with buyers and other merchandiser to plan product ranges
  - predictive sales and profits
  - negotiating quantitiesand delivery timescales.
- **Super Jani General Services|Unit 111 Corithian Center,. Pasig Metro Manila**  
*2017 - 2018*  
Housekeeper
  - Cleans up wet or dry spills or calls for assistance to clean up larger spills
  - keeping the buildings clean
  - Sweep,mop,dust,vacuum and clean the bathrooms
  - Cleaning windows, car parking area, removed trash and cleaning the entrance, food court and break rooms

## EDUCATION

- **St. Clare College of Caloocan**  
2016-2018  
BS Hotel and Restaurant Management
- **JEC Christian School**  
2006 - 2014  
High School

## SKILLS

- Flexibility Driving Teamwork skills Time managing Hardworking Trust worthy Commercial Awareness

## ACHIEVEMENTS & AWARDS

- T.G.I FRIDAYS|march 10 2017 -BAR EXPOSURE PROGRAM PACIFIC ASIA TRAVEL ASSOCIATION -Global Trends and Challenges at Philippine interantion Center HOPESPRING CHRISTIAN CENTER -Youth encounterGod Academy

## ADDITIONAL INFORMATION

-  Height: 5"11'
-  Weigth: 73
-  Age: 26
-  Date of Birth: October 14 1994
-  Civil Status: Single
-  Citizenship: Filipino