

LORELE' J. MARQUEZ

21 F ATANACIO ST. BRGY. PROGRESO SAN JUAN CITY

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Personal Summary

On my first job, I started as Food Service Ambassador; welcoming guest, up-sell, and give excellent customer service. The management gave me the opportunity to be a Team Leader and Management Trainee after they have evaluated my job. I have learned how to handle staff, reports, and coordinate with other staff.

Objective

Experienced Food Server seeks to continue career with restaurant to deliver outstanding service through focus, efficiency, and a commitment to doing whatever is necessary to provide an enjoyable dining experience.

Educational Attainment

TERTIARY

Centro Escolar University Bachelor of Science in Tourism Management San Miguel, Manila (2015-2019)

SECONDARY

St. John the Baptist Catholic School Pinaglabanan, San Juan City (2011-2015)

PRIMARY

St. John the Baptist Catholic School Pinaglabanan, San Juan City (2005-2011)

Training

Faye Kala Inc. (April – June 2018)

Food Server

USA Work and Travel Program Pennsylvania

World Wings Int'l Travel and Tours Corp, PH (November 2018-February 2019)

Reservations

Work Experience

Food Revolution Inc. (Prologue), PH (July 2019- May 2021)

Service Ambassador/Team Leader

- Provide excellent customer services.
- Greet customers and present menus.
- Make suggestions based on their preferences.
- Take and serve food/drinks orders.
- Up-sell when appropriate.
- Confirm guest reservations.

Dough and Grocer Corp.,PH (May 2021- Present)

Retail Online Supervisor

- Manage stock levels.
- Fill customer orders by packaging sold items.
- Pick, pack and dispatch orders received online.
- Answer customers inquiries.

Skills

- Ability to work under pressure
- Willing to learn new things
- Able to assess customers' needs and fulfill them appropriately
- Proficient in Microsoft Office Word, Excel & Powerpoint
- Can easily adapt new things
- Can work well both in team or alone

Character Reference

CHARACTER REFERENCE

Ms. Joy Morillo

General Manager, Food Revolution

Inc (0917) 814 0180

Hiroyuki Meno

Food and Beverage Director, Food Revolution Inc

(0917) 839 0103

