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Profile:

Hardworking cook with a couple years of experience working in a fast - paced environment. Adept in working with other culinary professionals to achieve goals and ensure customer satisfaction.

Committed to using safe and sanitary cooking practices, and maintaining an organized and clean cooking area. Experienced in operating various pieces of cooking equipment and tools. Bringing forth advanced food preparation techniques and the ability to serve wonderful food in a timely manner.

KEY SKILLS

- Can work under pressure less
- Hands on at all times ,Energetic
- Exceptional customer service.
- Can operate independently and as part of a team.
- Possess drive and self motivation to meet targets
- Ability to deal with difficult customers and sensitive situations

EMPLOYMENT HISTORY

OJT/ ENCODER - 2004

Endonela Foundation Center

- Encode all important documents.
- Maintain an office clean.

ATTENDANT - 2004-2005

INTERNET X CHANGE

- Cashier in internet cafe
- Assist the customer needed
- Maintain cleanliness.

SALES CLERK - 2007- 2008

BOHOL QUALITY MALL

- Arrange the product
- Maintain cleanliness
- Load and unload products
- Assist customers needs

SALES CLERK - 2009- 2010

NCCC MALL DAVAO CITY

- Arrange the product.
- Maintain cleanliness
- Load and unload products
- Assist customers needs

ACCOUNT OFFICER - 2011- 2014

MAB LENDING INV. INC.

- Creating and processing invoices.
- Cross - checking invoices with payments and expenses to ensure accuracy.
- Managing a company accounts Payable and account receivable.
- Sending bills and invoices to clients.
- Tracking organization expenses.

O.I.C - 2014- 2016

MAB LENDING INV. INC.

- Organising meetings and managing databases
- Organising company events and conference
- Dealing with correspondence, complaints and queries
- Preparing letters, presentation and reports
- Managing office budget

COOK - 2016- 2017

JAM'S CATERING AND SERVICES

- Work as a line cook in a busy fusion catering services
- Safety stored food items, and kept inventories
- Prepared food carefully in response to customer requests or allergies
- Prepared my station before the start of serving each day
- Maintain cleanliness
- Make food presentable
- Always check the label

HEAD STEWARD - 2018- 2020

KEW HOTEL

- Assisting in cleaning and opening or closing tasks.
- Scraping food from dirty dishes pots, pans, plates, flatware and glasses.
- Maintain cleanliness
- Washing dirty dishes
- Assisting with sweeping, mopping and polishing the kitchen equipments
- Prepare what the chef needs.

HEAD COOK - 2020 - PRESENT

DURBAN'S VIEW RESORT RESTAURANT FUNCTION

- Supervising and monitoring the staff
- Controlling and directing the food preparation process.
- Managing and working closely with other chef of all levels
- Creating menu items, recipe and developing dishes ensuring variety and quality.
- Determining food inventory needs, stocking and ordering.
- Being responsible of health and safety
- Being responsible for food hygiene practices.
- Committed to delivering high levels of customer service
- Checking stock of products and ensuring proper stock levels.
- Knowledgeable about the restaurants' menus,
- Making & Studying New Menus.
- Control food cost.

TRAINING'S & SEMINAR

EXCELLENT GUEST SERVICE -
MAY 27,2019
BARISTA TRAINING -
AUGUST 23,2019
TEAM BUILDING SEMINAR -
NOVEMBER 11, 2019
FOOD HANDLING & SAFETY -
FEBRUARY 11, 2020
KITCHEN SAFETY -
DECEMBER 09, 2020
Winner of cooking contest

EDUCATION

VOCATIONAL

Cookery NC II
Asian Divine Light College 2017

COLLEGE

New Bataan Technological College
2002-2004

- College Associates
- Bachelor of Science in Information Technology Major in Computer Technician

SECONDARY

Davao National High School

- Tagum City Davao Del Norte 1996 - 2000

ELEMENTARY

Andap Elementary School

- Andap New Bataan Compostela Valley province
1990 - 1996

LANGUAGE

Proficiency(0- poor 10- Excellent)

<u>Languages</u>	<u>Spoken</u>	<u>Written</u>
Filipino	9	10
Visayan	10	10
English	8	10

REFERENCE**MELODIE JAÑIOLA**

Mab Lending Investor Inc.
General Manager

MARIA GOLDA DOTE

Durban's View Resort
Owner & General Manager

I hereby certified that the above mentioned facts and information are true and correct to the best of my knowledge. I'm looking forward to be part of your company.