

Ma. Harren Enriquez

Danao 6004

harrenenriquez7@gmail.com

09276686894

- Service-oriented hospitality industry professional with 3 years of experience supervising restaurant operations. Recognized for enhancing service delivery and controlling cost.
- Reliable, caring and a certified competent Caregiver with 6 months on studying and 180 hours of On-The-Job Training caring for elderly. Friendly and compassionate with excellent interpersonal communication skills. Discreet and confidential in all dealings with patients.

Willing to relocate: Anywhere

Personal Details

Citizenship: Filipino

Work Experience

Restaurant Supervisor

JONIES SIZZLERS AND ROAST - Cebu City

May 2019 to Present

- Schedule all activities for restaurant staff according to guidelines and ensure proper uniform of staff at all times and provide assist to all guest and administrate all requirements for meals.
- Maintain restaurant equipments and records and ensure compliance to all standards and perform work according to restaurant policies and procedures.
- Supervise on kitchen and dining activities and ensure optimal level of customer satisfaction and analyze all customer requirements and provide effecient response.
- Collaborate with Manager to review all employee performance and provide training to increase all performance and monitor all guests requests efficiently to achieve all guest objective.
- Manage all storage supplies and assign staff in all requisition activities and evaluate all daily specials.
- Oversee all work in shift and restock supplies at end of shift and perform regular inspection on all equipment and recommend repairs.

Education

Vocational Education and Training in Caregiving

SICES Institute of Healthcare and Vocational Studies - Cebu

February 2021 to November 2021

Bachelor's in Hospitality Management

Cebu Technological University - Danao

March 2013 to March 2017

Languages

- English - Intermediate

Certifications and Licenses

National Certificate II

January 2022 to January 2027

- Provide Care and Support to Infants/Toddlers
- Provide Care and Support to Children
- Foster Social, Intellectual, Creative and Emotional Development of Children
- Foster the Physical Development Children
- Provide Care and Support to Elderly
- Provide Care and Support to People with Special Needs
- Maintain Healthy and Safe Environment
- Respond to Emergency
- Clean Living Room, Dining Room, Bedroom, Toilet and Bathroom
- Wash and Iron Clothes, Linens and Fabrics
- Prepare Hot and Cold Meals