

**MARITES R. OFLASH**  
Unit I Gemmas Apartment,  
Cadena De Amor Street, Area A  
Camarin, Caloocan City Philippines  
Mobile No. 0917-147-9297



**CAREER OBJECTIVES:**

I am seeking for a position that will enhance my knowledge, ability, and experience as well as increasing level of responsibilities and professional growth.

**WORKING EXPERIENCES:**

**Company:** *Mabel's Catering*  
*March 19, 2016-Present*  
*Assistant Cook*

*Duties and Responsibilities*

- Working with head cook and independently to prepare, serve, and clean
- Maintain a safe and clean working environment in compliance.
- Ability to maintain a positive working environment, to communicate
- Communicating effectively with your head cook.
- To ensure Customer and Client satisfaction.

**Company:** *Panasonic Corporation Ltd. TAIPEI TAIWAN*  
March 4, 2013 – March 3, 2016  
Factory Worker (Washing Machine Department)

Duties and Responsibilities

- Preparing all equipment before start the duty
- Assembling body b which is the mother board of the washing machine
- Connecting all the wiring into the proper place
- Checking the product before we deliver, quality over quantity
- Make it sure that the working area is safe and organize
- We also responsible to have good communication to our co worker

**Company:** *Ritek Corporation Miaoli Taiwan*  
October 17, 2009 - October 12, 2012  
**Job Description:** *Factory Worker ( CD-DVD Production)*

Duties and Responsibilities

- Operate Pre-Writer machines
- Cleaning the work area
- Checking CDs and DVDs for scratches
- Communicate to the supervisor for the next batch of the production
- Proper endorsement after the duty, make it sure that all product and machine are indorse in proper.

**Company:** *DISH*  
*Bar and Restaurant*  
*May 2004 to May 2006*  
**Job Description:** *Service Staff/Cashier*

Duties and Responsibilities

- Present menu and take order of customers and serving them
- Attends to customer concerns like describing the menu items
- Preparation of beverages (Cocktail Mixing)
- Present bills and accept payments
- Clean and clear tables, wash dishes and table cloth
- Replenish condiments at serving area
- Arranging tables and chairs before store opening
- Daily cleaning before closing

**Company:** TERIYAKI BOY INC.  
Japanese Restaurant  
January 18, 2003 to June 17, 2004

**Job Description:** Service Staff/Cashier

**Duties and Responsibilities**

- Present menu and take order of customers and serving them
- Attends to customer concerns like describing the menu items
- Present bills and accept payments
- Clean and clear tables, changing table cloth and wash dishes
- Replenish condiments at serving area
- Arranging tables and chairs before store opening

**EDUCATIONAL ATTAINMENT:**

**Commercial Cooking NC II**

Novadeci Tesda Short Course

7<sup>th</sup> floor, Novadeci Bldg., Novaliches Quezon City

Date Graduated: October 23, 2012 - December 20, 2012

**Bachelor of Science in Hotel and Restaurant Management**

De La Salle-Araneta University

Don Salvador Campus, Victoneta Ave.,

Malabon City

2000-2004 (4th yr undergraduate)

**Secondary Level**

Novaliches Highschool

T.S. Cruz Subdivision

Novaliches, Quezon City

1993-1997

**PERSONAL DATA:**

Provincial address	:	Barrio Masuso, Pandi, Bulacan
Date of Birth	:	March 18, 1980
Age	:	40
Gender	:	Female
Civil Status	:	Single
Religion	:	Roman Catholic
Height	:	5'4"
Weight	:	120 lbs.