MICHAEL AQUINDE

Blk 17 Lot 12 Ravel St. North Olympus , QC, Philippines
+639452182012
michaelaquinde1976@gmail.com

SUMMARY OF QUALIFICATIONS

- Profound experience in providing senior executive personal driving service
- Excellent familiarity with GPS directions and devices
- Thorough knowledge of preferred routes and heavy traffic patterns
- Strong ability to memorize pickup and departure times
- Superior ability to anticipate executive requirements and preferences
- Ability to accommodate flexible scheduling needs including weekends and holidays

PROFESSIONAL EXPERIENCE

VIP DRIVER/COMPANY DRIVER November 2017 - Present
JINDINGYUAN BUSINESS SUPPORT INC.
Filinvest Cyberzone Building B
Superblock A, Central Park1-A Bay City,
Pasay City

- Maintain interior and exterior cleanliness of the vehicle
- Studies schedules to plan travel routes
- Estimated travel duration times and monitored road conditions
- Transport executive passengers in safe and punctual manner

COOK February 2014-August 2014
TONY ROMA'S, Edmonton, Alberta Canada

- Cooking and preparing a variety of fresh nutritious midday meals and other refreshments.
- Supervising food service assistants and kitchen staff, organising their daily duties and monitoring performance.
- Ensuring that appropriate levels of hygiene and cleanliness are maintained in the kitchen.
- Washing, cutting and preparing food before it is cooked.
- Taking into account the wishes of clients when planning of menus.
- Making sure good nutritional standards are maintained when preparing meals.
- Making sure that all food at point of delivery is of the highest quality.
- Enquiring is any clients have allergies and then cooking meals accordingly.
- Responsible for high standards of food, hygiene, and heath and safety.
- Keeping an eye on the temperature of cookers and roasters.

KITCHEN MANAGER July 2012-February 2014
TONY ROMA'S, Edmonton, Alberta Canada

- Supervised phases of food procurement, production and service, inventory and ordering, food storage and rotation, food preparation, recipe adherence, plate presentation, and service and production time standards.
- Provided routine food safety reviews and made sure all sanitation and food safety standards were met while correcting any deficiencies on a timely basis.
- Conducted daily line checks and delivered clear feedback to the kitchen team and management while enforcing uniform and personal grooming standards in compliance with company policy.
- Ensured food quality standards and adhered to special client request specifications.
- Tasting food to assure its quality and texture before meals are served,

COOK June 2009-July 2012
TONY ROMA'S, Edmonton, Alberta Canada

- Cooking and preparing a variety of fresh nutritious midday meals and other refreshments.
- Supervising food service assistants and kitchen staff, organising their daily duties and monitoring performance.
- Ensuring that appropriate levels of hygiene and cleanliness are maintained in the kitchen.
- Washing, cutting and preparing food before it is cooked.
- Taking into account the wishes of clients when planning of menus.
- Making sure good nutritional standards are maintained when preparing meals.
- Making sure that all food at point of delivery is of the highest quality.
- Enquiring is any clients have allergies and then cooking meals accordingly.
- Responsible for high standards of food, hygiene, and heath and safety.
- Keeping an eye on the temperature of cookers and roasters.
- Assisting the catering manager to price up menus.
- Deciding what quantities are to be cooked and the amount of portions to be served.
- Constantly checking the quality of the food being served to customers.
- Checking staff to make sure they are wearing appropriate clothing whilst in the kitchen.
- In charge of stock control for the freezers, pantries and store rooms.
- Encouraging junior staff in their training and development.
- Contacting suppliers and ordering vegetables, meats, kitchen and cleaning equipment.
- Controlling stock rotation to ensure the kitchen and larder are always well stocked.
- Preparing hamburgers, fresh food, fried chickens, steaks, pizzas etc.

KITCHEN HELPER June 17,2008-June 2009
TONY ROMA'S, Edmonton, Alberta Canada

- Prepared food and beverages as per quality, taste and presentation standards.
- Managed safe storage and rotation of food products.
- Managed kitchen expenses within assigned budgets.
- Ensured to follow health and safety procedures at all times.
- Informed Manager about food shortages and equipment repairs.
- Maintained work areas safe and organized.

TRAINING/SEMINARS:

Opening team, TONY ROMA's (Sherwood Park, Canada)
Food Safety
Emergency First Aid

EDUCATION

Central College of the Philippines
3rd year Computer Engineering

Central College of the Philippines
High School Graduate

REFERENCES

- Available Upon Request