

EVERLYN A. CARANTO

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OBJECTIVES:

To seek the position that will enhance and further develop my knowledge and skills. Challenge my capabilities that will give me opportunities to lead a team in attaining company objectives committed and decision making skills and strong work skill quickly learning new procedures.

WORKING EXPERIENCE:

- : Food and Beverage Attendant in The Monarch Hotel Philippines work since (November 20 2018 to Until now.)
- : Food and Beverage Attendant work in Gerry's Grill Bar and Restaurant in since (April 9 2018 to November 7 2018.)
- : Food and Beverage Attendant in Chowking San Carlos Branch since (August 10 2016 to March 18 2018.)
- : Food Attendant in Wendy's Philippines in Salad station and dessert (March 18 2016 to July15 2016)
- : Food Attendant in Dining area in Aleman's Garden Resort and Restaurant since (April 24 2013 to November 18 2015.)

QUALIFICATION:

1. Highly organized responsible, punctual, optimistic and hardworking.
2. Can cope with stressful situations, heavy workloads and deadlines.
3. Pleasant personality and voice.
4. Good team player.
5. Have a good memory.
6. Ability to work efficient.
7. Have confidence facing others.
8. Flexible, attentiveness.
9. Have good communication skills.

PERSONAL INFORMATION:

Date of Birth: September 18, 1994
Place of birth: Bolingit, San Carlos City, Pangasinan
Height: 5'4
Age: 27 years' old
Gender: Female
Status: Single

EDUCATIONAL BACKGROUND:

Tertiary: Bachelor of Science in Hospitality Management (BSHM)
Pangasinan State University
San Carlos Campus, San Carlos City Pangasinan
(2014 -2015)

Secondary: Malacañang National High School
San Carlos City, Pangasinan (2010 -2011)

Elementary: Payar Elementary School
San Carlos City. Pangasinan
(2006- 2007)

SEMINARS ATTENDED:

- : Food and Beverage Service NC2 (Year -2019)
- : The Manor Hotel Camp John Hay Baguio City Philippines
Housekeeping Training (Year – 2015)
- : Far East Maritime Training Center San Fabian Pangasinan Solas Training
(Safety of life in Sea) (Year -2014)
- : Hotel Trish Certification of Culinary (October 13 2013)
- : Hotel Trish Certification of Barista (October 13 2013)
- : Hotel Trish Certification of Bartending (October 13 2013)
- : The Bellevue Manila Hotel Certification of Front office and Food safety
management. (March 16 2013)

DUTIES & RESPONSIBILITIES:

1. Must have a “Heart to Serve” and be willing and able to greet guests with smile. Must be outgoing personable and talk to and interact with all guests. Prepare and or transport all food and beverage items and associated supplies equipment and materials to and from the buffet areas.
2. Must meet the minimum brand standard “Heart to Serve” customer service scores. A professional appearance required. A uniform and nametag are required at all times. Perform additional duties as assigned.
3. Welcome the guests and respond to request in a prompt and professional manner. Maintain a clean, neat, and well organized work and buffet area. Empty trash receptacles and clear tables as required.

CHARACTER REFERENCES:

Name: Mr. Benjamin Joseph Cua
Occupation: Restaurant Manager
Company: Chowking
Contact #: 09988496489

Name: Mr. Orlando L. Tolentino
Occupation: Executive Pastry Chef
Company: The Monarch Hotel
Contact #: 095652677400

I hereby certify that the information is true and correct to the best of my knowledge and belief.

EVERLYN A. CARANTO
Applicant Signature