

**SUZETTE J. CARAMAT**  
Mandaue City, Cebu , Philippines  
suzette143juanillo@gmail.com  
+639611347147

To: HR Department

Re: Application for Food Counter Attendant Position

Dear Hiring Manager:

I am interested in your job position as an experienced food attendant that enjoys working with clients. I believe I am a good fit for your restaurant because of my ability to perform effectively under pressure and my dedication to providing excellent service to customers.

Currently, I am holding the position of Assistant Manager for SulaTea Café Mandaue City, Cebu, Philippines I also have 4 years of experience as a Service Crew / Senior Cashier at Freemont Foods Corp. (Jollibee) from 2012 to 2016.

During this time, I have gained many skills necessary for supporting restaurant operations. In addition to greeting and serving customers, I have helped maintain a clean and pleasing environment, processed transactions, and assisted in the kitchen as necessary. I possess the versatile skills and the enthusiasm to step in and provide assistance wherever necessary to keep the establishment operating smoothly.

I believe that excellent customer service is key to my job performance as a food counter attendant. In the course of my work, I encounter a wide variety of personalities. I pride myself on my ability to provide the best possible service each time.

Thank you for taking the time to read my resume. I would appreciate the opportunity to discuss my qualifications for this job with you personally and in further detail.

Yours Truly,

Suzette J. Caramat

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## PROFILE

Hard-working and reliable food service worker with over five years of experience in the industry. Consistently receives positive customer feedback for providing quick, accurate, and friendly service. Eager to use proven skills and experience to help a company grow and succeed.

## PROFESSIONAL EXPERIENCE

ASSISTANT  
MANAGER

### **SulaTea Café**

*Mandaue City, Cebu , Philippines*

July 2020 - Present

- Assisting store manager in managing a profitable store, reviewing controllable expenses, and monitoring labor costs.
- Partnering with the store manager in creating sales volume growth and creating a positive customer experience.
- Assisting store manager in planning and executing sales promotions and maintaining a positive community image.
- Ensures that the store has sufficient products, merchandise, and supplies needed to manage an efficient store.
- Proactive in solving customer problems and satisfying customers in various situations.
- Consistently maintaining the highest quality product standards.

SMT PRODUCTION  
OPERATOR

### **Sena International Inc.**

*Taoyuan Taiwan*

Feb. 2017- May 2019

- Read and interpret schematic drawings, diagrams, blueprints, specifications, work orders, and reports in order to determine materials requirements and assembly instructions.
- Visually inspected all components using a microscope.
- Positioned, aligned, and adjusted workpieces and electrical parts to facilitate wiring and assembly.

ACCOUNTING STAFF

### **The First Family Appliance Circle Corp.**

*Mandaue City, Cebu, Philippines*

June 2016- January 2017

- Maintain and update accounting records and files
- Analyze budgets and create expense reports
- Examine tax policies and handle tax payments and returns
- Meet with clients to discuss confidential accounting issues

SERVICE CREW,  
SENIOR CASHIER

**Freemont Foods Corp. (Jollibee)**

*Cebu City, Philippines*

November 2012- May 2016

- Perform food production duties or serve customers at the cash register following standard operating procedures.
- Ensure operations excellence by adhering to the systems and standards of the store.
- Maintain a clean and organized workstation and ensures a clean guest area.
- Create and maintain a positive work environment for all cashiers
- Operate registers and perform general checkout functions
- Generate reliable and accurate till reports from every register

SECRETARY

**Beldian Construction Corp.**

*Mandaue City, Cebu, Philippines*

March 2012- September 2012

- Handled the main clerical duties for the office, including composing and typing project correspondence, sorting mail, submitting construction permit requests, scheduling meetings, and making copies of documents for construction bids and projects.
- Responsible for organizing the project and office files including payroll documents, project billing summaries, worker's compensation documents, blueprints, contracts, and supplier invoices.

## SKILLS

- Cash Handling
- Cash Register Operation
- Multi-Tasking
- Time Management
- Food Preparation
- Communication
- Conflict Resolution
- Customer Service
- Attention to Detail
- Inventory Management

## EDUCATION

- ***Diploma in Bachelor Science in Business Administration - 2015***
  - Major : Management Accounting
  - University of Cebu- Banilad, Cebu City, Philippines
- ***Diploma in Office Management - 2011***
  - Datamex Institute of Technology- Cebu City, Philippines