

EDMAR MENDOZA CRUZATA

Purok 5 Phase 2 Kaingen
San Fernando Sur, Cabaio
Nueva Ecija Philippines 3107
Contact Number:+639398570228
cruzataedmar4@gmail.com

OBJECTIVE

Self-motivated and determined fresher with strong interpersonal skills. Looking forward for a job opportunity in an esteemed organization that encourage me to bring out the innovative ideas, skills and strength to actively contribute the progress of the organizations.

EDUCATION

COMPUTER PROGRAMMER

System Technological Institute (S.T.I)- Las Piñas City Philippines
School Year: October 10, 1996 – October 10, 1998

WORK EXPERIENCE

FOOD AND BEVERAGES SERVER

July 2015 – March 2020
Lutong Nueva Ecija Food Hub

Duties and Responsibilities

- Prepare restaurant tables with special attention to sanitation and order
- Attend to customers upon entrance
- Present restaurant menus and help customers select food/beverages
- Take and serve orders
- Answer questions or make recommendations for complementary products
- Collaborate with other restaurant servers and kitchen/bar staff
- Deal with complaints or problems with a positive attitude
- Issue bills and accept payment

K9 OFFICER/ HANDLER

November 2011 – August 2015
Dog Tag Corporation, Philippines

Duties and Responsibilities

- Patrolling assigned areas with a trained dog
- Issuing citations and making arrests
- Inspecting crime scenes and finding and securing evidence
- Writing and filing reports
- Testifying in court as needed
- Training and handling a K-9 dog

SENIOR PROPERTY ASSOCIATES

December 2006 – December 2011

Brittany Corporation Vista Land Company, Philippines

Duties and Responsibilities

- Providing an experiential approach which guides a differentiated property management experience, resulting in better care and better business
- Support the exponential growth of our business by providing people integration and synergy.
- Develop our people for bigger and better roles
- Supporting ambitions beyond the workplace

WAITER

July 7, 2005 – July 7, 2006

AGAP NESMA TRADING CO. LTD, Kingdom of Saudi Arabia

Duties and Responsibilities

- Greet and escort customers to their tables
- Present menu and provide detailed information when asked about portions, ingredients or potential food allergies
- Prepare tables by setting up linens, silverware and glasses
- Inform customers about the day's specials
- Offer menu recommendations upon request
- Up-sell additional products when appropriate
- Take accurate food and drinks orders, using a POS ordering software, order slips or by memorization
- Communicate order details to the Kitchen Staff
- Serve food and drink orders
- Check dishes and kitchenware for cleanliness and presentation and report any problems

IMPORT/EXPORT PROCESSOR

December 2002 – June 2004

SAMSUNG Calamba Laguna U Freight Philippines/NAIA, Philippines.

Duties and Responsibilities

- Prepares documents and forms to move goods efficiently through import and export steps and procedures.
- Reviews paperwork and documents to ensure shipping, handling, storage charges, and customs fees are billed correctly.
- Maintains a database that tracks merchandise.
- Processes claims on merchandise shortages and overages.
- Performs other duties as assigned.
- Ensuring quality of services provided standards.

GSR WAITER

October 2000 – October 2002

Arabian Food Supplies, Kingdom of Saudi Arabia

Duties and Responsibilities

- Greet and escort customers to their tables
- Present menu and provide detailed information when asked about portions, ingredients or potential food allergies
- Prepare tables by setting up linens, silverware and glasses
- Inform customers about the day's specials
- Offer menu recommendations upon request
- Up-sell additional products when appropriate
- Take accurate food and drinks orders, using a POS ordering software, order slips or by memorization
- Communicate order details to the Kitchen Staff
- Serve food and drink orders
- Check dishes and kitchenware for cleanliness and presentation and report any problems

VALET PARK ATTENDANT

September 1999 – Sep 2000

Richville Corporate Tower Alabang Philippines

Duties and Responsibilities

- Greet the guest when entering the premises and get completing information from to fill up form. Get the car key and park their cars into the right parking area.

SKILLS

- ✓ Can work independently with minimum supervision and willing to undergo trainings and seminars
- ✓ English/Arabic Communication Skills

SEMINARS AND TRAININGS

NAR PHILIPPINES INC.

Member: Fresa, APO and PRC

CPE – Continuing Professional Education for Real Estate Marketing Sales

SEC. 31 of the Resa Law (R.A. 9646)

Implemented by: Professional/Regulatory Board of Legal Estate Service

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



Edmar Mendoza Cruzata

(Applicant's Signature)