

BROTHERS / SISTERS

Brother: Bantosa, Axl Ross Hilario

Birthday: May 03, 1996

Birth Place: Obando, Bulacan

Civil Status: Single

Occupation: Food Server

Sister: Bantosa, Jelena Elaine Hilario

Birthday: June 09, 2000

Birth Place: Obando, Bulacan

Civil Status: Single

Occupation: Student

EDUCATIONAL BACKGROUND

Elementary

School: Obando Central Elementary School

Address: Paliwas Obando, Bulacan, Manila Philippines

Year [From] - [To]

1993 -1999

Secondary

School: Obando National High School

Address: Paliwas, Obando, Bulacan, Manila Philippines

1999 - 2004

College

Course: International Hospitality and Travel Management

School: Santa Isabel College Manila

Address: Taft Avenue, Manila, Philippines

2004- 2007

EMPLOYMENT HISTORY

Position: Restaurant Manager

Company: Mary Grace Foods, Inc.

Address: SM Grand Central Caloocan City, Philippines

Date: February 2015 – Up to Present

Reason for Leaving: Presently Employed

Job Description / Duties and Responsibilities:

- Responsible for checking front of the house staff and service.
- Responsible for making daily/monthly/quarterly reports.
- Responsible in checking counter, cashier and dining standards.
- Responsible in dispatching food.
- Responsible in assessing and evaluating newly and regular employees.
- Responsible in approving / rejecting delivered raw materials.
- Responsible in reporting to the Head Manager and Owner regarding front of the house concerns.
- Responsible to analyze Sales, Workforce, Equipment and Stocks of the branch.
- Responsible to train new and regular employee on Barista training.

- Responsible to train new hired Manager.
- Shift Mangers on Duty
- Manpower Study
- Customer Complaint Handling and CAPA

Position: Restaurant Supervisor
 Company: Mary Grace Foods, Inc.
 Address: Rockwell Business Center Pasig, Philippines
 Date: July 2010 – February 2015
 Reason for Leaving: Presently Employed

Job Description / Duties and Responsibilities:

- Responsible for checking front of the house staff and service.
- Responsible for making daily/monthly/quarterly reports.
- Responsible in checking counter, cashier and dining standards.
- Responsible in dispatching food.
- Responsible in assessing and evaluating newly and regular employees.
- Responsible in approving / rejecting delivered raw materials.
- Responsible in reporting to the Head Manager and Owner regarding front of the house concerns.
- Responsible to analyze Sales, Workforce, Equipment and Stocks of the branch.
- Responsible to train new and regular employee on Barista training.
- Responsible to train new hired Manager.
- Shift Mangers on Duty

Position: Officer in Charge
 Company: Mary Grace Foods, Inc.
 Address: Café Mary Grace Trinoma Quezon City, Philippines
 Date: July 2009 – July 2010
 Reason for Leaving: Presently Employed

Job Description / Duties and Responsibilities:

- Responsible for checking front of the house staff and service.
- Responsible for making daily/monthly/quarterly reports.
- Responsible in checking counter, cashier and dining standards.
- Responsible in dispatching food.
- Responsible in assessing and evaluating newly and regular employees.
- Responsible in approving / rejecting delivered raw materials.
- Responsible to analyze Sales, Workforce, Equipment and Stocks of the branch.
- Responsible to train newly and regular employee on Barista training.
- Responsible to assist Managers.
- Shift Mangers on Duty

Position: Food Server
 Company: Mary Grace Foods, Inc.
 Address: Café Mary Grace Trinoma Quezon City, Philippines
 Date: July 15, 2007 – July 2009
 Reason for Leaving: New Opportunity

Job Description / Duties and Responsibilities:

- Responsible for preparing beverages.
- Responsible to greet and seat the guest.
- Responsible to served food on the table.
- Responsible in counter and cashiering reports.
- Responsible in bake goods preparation.

Position: Bar Attendant/Receptionist/Food Attendant (OJT)

Company: Beck's Bar

Address: Grand Boulevard Hotel, Manila Philippines

Date: February – April 2007

Reason for Leaving: Graduated

Job Description / Duties and Responsibilities:

- Responsible for preparing beverages.
- Responsible to greet and seat the guest.
- Responsible to served food on the table.

Position: Housekeeper/Receptionist/Food Attendant (OJT-On Board)

Company: Super Ferry 18

Address: Manila to General Santos to Manila, Philippines

Date: October 23-29, 2006

Reason for Leaving: New Opportunity

Job Description / Duties and Responsibilities:

- Responsible for preparing beverages.
- Responsible to greet and seat the guest.
- Responsible to served food on the table.
- Responsible in doing Housekeeping.
- Responsible to attend guest call and concerns.

Position: Receptionist and Food Attendant (OJT)

Company: Cabalen Foods, Inc.

Address: Cabalen SM Manila, Philippines

Date: March– May 2005

Reason for Leaving: Graduated

Job Description / Duties and Responsibilities:

- Responsible for preparing beverages.
- Responsible to greet and seat the guest.
- Responsible to served food on the table.
- Responsible to attend and refill food on buffet table.
- Responsible to Assist Kitchen Cook.

TRAININGS / SEMINARS ATTENDED

Training Center: Mary Grace Training Office

Duration: July 07, 2015

Address: United II Subdivision Paranaque City, Philippines

Title: Maybank; Awareness on Credit Card Fraud

Training Center: Mary Grace Training Office Duration: March 2015
Address: United II Subdivision Paranaque City, Philippines
Title: ServeSafe: Food Safety and Sanitation

Training Center: OCCI GLOBAL Duration: February 17-19, 2015
Address: 6th Floor, Emil Robert Quinto(ERQ) Hall, OCCI, Emerald Bldg. F.Ortigas jr. Road,
Pasig City, Philippines
Title: Advance Leadership Course

Training Center: Mary Grace Training Office Duration: August 18, 2014
Address: United II Subdivision Paranaque City, Philippines
Title: Food Safety and Sanitation

Training Center: OCCI GLOBAL Duration: August 17-18, 2013
Address: 6th Floor, Emil Robert Quinto (ERQ) Hall, OCCI, Emerald Bldg. F.Ortigas jr. Road,
Pasig City, Philippines
Title: Foundations of Leadership Excellence Seminar Team 175

Training Center: Mary Grace Training Office Duration: January 15-16, 2013
Address: United II Subdivision Paranaque City, Philippines
Title: Speak Better English Training

Training Center: The Philippine Barista & Coffee Academy, Inc. (PBCA) Duration: February 14-17, 2011
Address: Atlanta Centre, Green hills, San Juan City, Philippines
Title: Barista 101 (Basic Barista Training)

Training Center: Embassy Ballroom B, Traders Hotel Manila Duration: October 2006
Address: Roxas Boulevard Manila, Philippines
Title: Personality and Development Seminar

Training Center: Manila Diamond Hotel Duration: August 23, 2005
Address: Roxas Boulevard Manila, Philippines
Title: Basic Front Office and Housekeeping Seminar

SPECIAL SKILLS / INTERESTS

- Skilled in Basic Barista and Coffee Preparation
- Skilled in computer applications like MS Word, MS Excel, MS PowerPoint.
- Well-versed in oral and written English and Filipino.
- Reading and story writing
- Counseling people in a positive way of criticism.
- Average to cooked Filipino and some foreign dishes.

CHARACTER REFERENCES

Christian Blas
Officer In charge
Mary Grace Foods, Inc.
Mobile No.: 09177934100

Mary Lou C. Palencia
Area Secretary
Mary Grace Foods, Inc.
Mobile No.: 09950869165

Ms. Joana Marie Salvador
Accounting Officer
Cabanatuan San Miguel Corp.
Mobile No.: 09175024031

April Bantosa. Chua
Applicant's Signature