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# Romeo De Guzman De Leon Jr.

160A San Vicente Central, Urdaneta city  
Pangasinan, Philippines 2428  
Mobile No.: +639273992177  
Email address: [romeodeleonjr025@gmail.com](mailto:romeodeleonjr025@gmail.com)

**Current Location:** Urdaneta City, Pangasinan, Philippines

**Availability:** I can start for work as soon as possible.



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## OBJECTIVES :

To enhance and experience more career opportunities and to learn new things / challenges in works that is of great help to myself and my professional career to become an effective and efficient individual. My confidence leads me to becoming an asset in the company and be of service to the people / customer. To cope up with the company's demand, be innovative , and be competitive globally.

## PERSONAL APTITUDE:

Hardworking, goal oriented, honest, trustworthy, fast learner, creative , can work under pressure and harmoniously with the peers, motivated, determined to succeed and be able to work positively are the qualities embodied in me.

## WORK EXPERIENCE:

*Research & Design Management Construction, Inc.  
Urdaneta City Pangasinan ( February 2020 - January 2021 )  
Painter Helper*

- Clean and prepare construction sites by removing debris and possible hazards.
- Load or unload building materials to be used in construction.
- Build or take apart bracing, scaffolding, and temporary structures.
- Dig trenches, backfill holes, or compact earth to prepare for construction.
- Operate or tend equipment and machines used in construction.
- Follow construction plans and instructions from supervisors or more experienced workers.
- Assist craft workers with their duties.

*Balcony Café  
Naman Road, Exit8, Riyadh, Saudi Arabia ( March 2017- March 2019 )  
Captain Waiter*

- Always greet and welcome guest promptly in a warm and friendly manner.
- Always thank and give fond farewell to guests conveying anticipation for their next visit.
- Assist guest with table reservation.
- Assist guest while seating.
- Ensure guest are serviced with specified time.
- Has a good knowledge of menu and presentation standards.

Speak with guest and staff using clear and professional language, and answer phone calls using appropriate telephone etiquette.

Able to answer any questions regarding menu and assist with menu selections.

Able to anticipate any unexpected guest need and reacts promptly and tactfully.

Always applies service techniques correctly at all times, serving Food and Beverage items with enthusiasm.

Serve food courses and beverages to guest.

Work with fellow staffs and manager to ensure that the restaurant achieves its full potential.

Complete the daily responsibilities that are set for each individual shift.

Complete closing duties, including restocking items, turning off lights, etc.

Conducts monthly inventory checks on all operating equipment and supplies.

Take an active role in coaching and developing junior staff.

Any other duties related to food and beverage service assigned by the manager.

*District Five Resto Bar*  
*Nancayasan Urdaneta City Pangasinan ( November 2010 – December 2015 )*

*Waiter*

Greet Patrons as they enter an establishments.

Serve Drinks to Customers.

Mix Drinks and Prepare Cocktails.

Take Beverage Orders.

Provide Customer Service.

Check Customer Identification and Monitor Customer Drinking.

Make Menu Recommendations.

Record Orders and Collect Money.

Cut and Prepare Drink Garnishes.

Clean tables and counters.

Monitor and observe customers dining experience.

Accept payment and deliver to the cash counter.

Thank customers for their visit and invite again.

*Shakey's Pizza Restaurant*  
*Baguio City Philippines ( January 2006 – April 2006 )*

*Waiter*

Greets the customer and takes them to their tables.

Offering and serving beverages and appetizers

Taking and serving meal orders..continued service like re-filling drinks, taking away soiled dishes and offering napkins

Responsible to ensure the customer if they are enjoying their meals and take action to correct any problems.

Explain to the customer how various menu items are prepared, describing ingredients and cooking methods.

Stock service areas with supplies such as coffee, food, tableware, and linens.

**EDUCATIONAL ATTAINMENT :**

**Lyceum Northern Luzon ( Urdaneta City ., Philippines )**  
Associate of Computer Technology  
2001- 2003

**SECONDARY EDUCATIONAL**  
Urduaneta City National High School ( Pangasinan ., Philippines )  
1997-2001

**PRIMARY EDUCATIONAL**  
Don Amadeo Perez Sr. Memorial Elementary School ( Pangasinan Philippines )  
1991-1997

**WORK SKILLS AND SPECIAL ABILITIES :**

Customer service oriented.  
Honest and Dedicated to a work given at hand.  
Computer Literate.  
Works independently or cooperatively as a member of a team.  
Can speak and understand ( English, Tagalog )  
Work well with different nationalities of people professionally in order to get the job.  
Flexible when given new work requirements and duties to complete in a timely manner.  
Adaptability and willingness to learn and apply new skills technologies.

**PERSONAL INFORMATION :**

Birth Date	: August 25, 1984
Birth Place	: Urduaneta City, Pangasinan
Age	: 38
Gender	: Male
Civil Status	: Single
Citizenship	: Filipino
Religion	: Catholic
Height	: 165 cm
Weight	: 62Kg
Passport Number	: P3498287B

I HEREBY CERTIFY THAT THE ABOVE INFORMATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

**Romeo G. De Leon Jr.**  
Applicant