

# EMERITA P. LIWAN

## Cook

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### PROFILE

Dedicated Cook with 10 years of experience in the food service industry. Proven ability to lead kitchen staff, manage inventory, and create menus that reflect the latest culinary trends. Eager to join a team of dedicated professionals and help contribute to a positive work environment.

### PROFESSIONAL EXPERIENCE

08/2021 – PRESENT  
Benguet, Philippines

#### **COOK / GENERAL MANAGER, Rhendz Kitchen**

- Planning menus
- Ensuring food quality and taste is of the highest standard
- Managing inventory of stock and ordering raw materials
- Controlling budgets and minimizing wastage
- Maintaining health and hygiene in the kitchen
- Organizing duty roster of the staff
- Recruiting, training and developing staff

10/2020 – 07/2021  
Benguet, Philippines

#### **COOK, Armirose Diner**

- Responsible in planning the menu for the day
- Responsible in all cooking preparations
- Cooks daily dishes including main dishes and side dishes
- Responsible in portioning every dish that is to be served to the customer
- Makes a list of all the things (including ingredients) needed for the kitchen

04/2013 – 12/2018  
Moscow, Russia

#### **HOUSECLEANER / COOK**

- Responsible for general house cleaning and cooking

10/2012 – 12/2012  
Benguet, Philippines

#### **COOK, Hollywood Resto Bar**

- Prepping meals by weighing, measuring, and mixing ingredients, cooking meals, checking ingredients for freshness, and arranging and garnishing the dishes

01/2009 – 04/2012  
Baguio City, Philippines

#### **DISHWASHER / KITCHEN HELPER, Rosenatz Bar**

- Ensuring the availability of clean dishes by bussing tables, washing dishes, pots, pans, and flatware, and resetting dining areas.
- Preparing meal ingredients for the cook, which includes washing, peeling, cutting, and slicing ingredients.
- Assisting kitchen staff to unload food supplies from delivery trucks.

05/2006 – 12/2008  
Benguet, Philippines

#### **VEGETABLE FARMER**

- Responsible in plowing the soil/land to be planted.
- Ensures that the crops are properly cared; free of weeds and watered regularly
- Applies fertilizers and pesticides
- Checks and makes sure when the crops are ready for harvest
- Transports harvested crops to the market

## SKILLS

- Communication
- Multi-tasking
- Housekeeping
- Customer Service
- Conflict Resolution
- Leadership
- Attention to Detail
- Time Management
- Strong work ethic

## EDUCATION

### **Cookery National Certificate II**

Assessment Pines City Colleges | Baguio City , PH  
July 2012 – September 2012

### **Hotel and Restaurant Services**

Vocational Course (2008)  
Benguet Technical School | Benguet, PH

### **Secondary (2002-2007)**

Buguias National Highschool Poblacion | Benguet PH

## TRAININGS / CERTIFICATES

### **Basic Dairy Job Training**

Baguio and Animal Breeding and Research Center, Dontogan Baguio City, Ph  
November 18 2019 – January 9, 2020

### **Certificate of Appreciation**

The largest Wedding Cake Part II  
9 th annual Hotel, Restaurant and Tourism Weekend  
SM City Atrium, SM Baguio City  
September 06, 2012

### **National Certificate II**

COOKERY  
Pines City College  
Magsaysay Avenue, Baguio City  
February 2019

### **On the Job Training (300 hours)**

Supreme Hotel  
Magsaysay Ave., Baguio City, Philippines  
November 2008-December 2008