



EUNICE A. LOPEZ

To work in an environment that offers a challenging career opportunities and to use my knowledge and skills in the best possible way, as well as to build a long-term career in this industry for achieving the company's goal.

CONTACT DETAILS

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PERSONAL INFO.

Age: 25
Place of Birth: Madrid, Surigao Del Sur
Gender: Female
Height: 5'3
Weight: 69 kg.
Nationality: Filipino
Civil Status: Single
Father's Name: Joenito Lopez
Mother's Name: Nora Lopez

EDUCATION

TERTIARY

STI College Santa Rosa
Bachelor of Science in Hotel and Restaurant Management
2014-2018

SECONDARY

Parang National Highschool
2010-2014

PRIMARY

Parang Elementary School
2004-2010

WORK AND TRAININGS

Mayor's Office (Municipality of Cantilan)
Office Staff/Encoder
May 10, 2021 - June 30, 2022

Duties and Responsibilities:

- Arranging appointments, managing calendars and complete work schedules.
- Communicate with individuals related to his/her work like employees and customers.
- Address all complaints and also take orders from the superior.
- Take messages, direct calls and answer telephone calls.
- File, sort, copy and compile records on various activities like business transaction and office activities.
- Update and maintain database, mailing inventory and filing system, either using computers or manually.
- Mail and complete checks, policies, contract and bills.
- Organized forms, filed records and prepare correspondence and reports.

Anino Grocery Store

Position: Cashier
November 20, 2019 - March 10, 2021.

Duties and Responsibilities:

- Managing transactions with customers using cash registers
- Scanning goods and ensuring pricing is accurate
- Collecting payments whether in cash
- Issue receipts, refunds and change.
- Arranging the deliveries

Max's Restaurant (SM Sta. Rosa)

Back of the House Assistant/Waitress
November 15, 2018-October 8, 2019

Waitress

Duties and Responsibilities:

- Welcoming and assisting the guests.
- Taking, receive food and drink orders and serve customer request to the standard required.

CORE SKILLS

- Good Communication Skills
- Basic Skills In Bread & Pastry
- Computer Literate
- Attention to details
- Multitasking
- Strong work ethic
- Time management
- Easy to adapt
- Ability to work under pressure
- Can undergo training

SEMINARS AND CERTIFICATES

Food Beverage Service NC II
Certificate No: 16043402023566
2016-2021

Ilocos Tourism Enhancement Seminar
Northview Hotel, Laoag City, Ilocos Norte
February 24, 2018

Hotel and Restaurant Training Seminar
Northview Hotel, Laoag City, Ilocos Norte
February 24, 2018

Employment Preparation Seminar
STI College Sta. Rosa
April 20, 2018

Hotel Immersion Training Program
Microtel By Wyndham South Forbes-
Silang Cavite
December 28, 2017

CHARACTER REFERENCES

Carla-Lopez Pichay
Municipal Mayor Of Cantilan
(+63)9188175555

Vincent Duenas
Municipal Administrator
(+63)9121993482

Mary Jane Rodriguez
Store Manager
(+63)9989603858

- Receiving deliveries like cake, and pastries.
- Maintaining cleanliness and mi-seen-place at working station.
- Replenish supply of linens and other operating equipment.
- 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.
- Deliver checks and collect bill payments
- Carry dirty plates, glasses and silverware to kitchen for cleaning.
- Provide excellent customer service to guests.

Back of the House Assistant

Duties and Responsibilities:

- Reading food order slips or receive verbal instructions as to food require by the patron.
- Cooking the exact amount number of items ordered by each customer, working o several different orders simultaneously.
- Preparing and cooking bulk orders up to 500 to 2000 orders
- Maintaining equipment and the cleanliness of the surroundings.
- Restocking and Receiving the deliveries.
- Washing pots and pans after cooking.
- Making the desserts and Drinks

Microtel Inn & Suite By Wyndham (Sta. Rosa Laguna)

Front Desk Office – OJT (400 Hours)

January 01, 2018-February 27, 2018

Housekeeping – OJT (300 Hours)

November 24, 2017 – December 31, 2017

Max's Restaurant (Binan Laguna)

Food And Beverage Service – OJT (300 Hours)

April 06, 2017 – May 15, 2017

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


EUNICE A. LOPEZ
Applicant's Signature