

MATIBAG, ARVEX JUSTINIANO

Complete Address : #54 Waling-waling Street, Roxas District, Quezon City
Contact #/s : +639304193210
Viber No. : +639561485782
Email Address : arvex.matibag.ict@gmail.com
Date of Birth : September 12, 1998



A key position that will lead to opportunities for further enhancement of acquired knowledge, skills, talent and ability in highly regarded and competitive company. Goal is to learn as much as possible, showcase what have learned and have it exceed expectations.

May 2022- Present

Front Office Associates

Brentwood Suites

- Answering telephone calls, as well as screening and forwarding calls.
- Assist with incoming and outgoing mail correspondence.
- Assist with filing and other administrative tasks as needed.
- Welcoming and assisting visitors in a friendly and professional manner.
- Informing customers about payment methods and verifying their credit card data.

February 2020- February 2021

Line Cook

Gram Café and Pancakes Ph

- Prepare and cook food according to recipes.
- Ensure freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock.
- Individuals must also possess diligent and motivated attitudes to remain calm when rushes of customers arrive or multiple orders begin to pile up.
- Responsibilities such as making and topping pancakes, cooking and seasoning savory meals, maintaining work area cleanliness, and washing dishes and cookware remain typical and everyday occurrences for line cooks.
- Adhering to proper food safety standards, per company policy and proves essential.

April 2019- September 2019

Line Cook

Roche Harbor Resort (USA)

- Preparing meal ingredients, which includes seasoning of different meats as well as washing, peeling, and chopping vegetables and fruit.
- Performing basic cleaning duties and ensuring that work stations are properly sanitized.
- Ensure the preparation station and the kitchen is set up and stocked.
- Cook menu items with the support of the kitchen staff.
- Report to the executive chef and follow instruction.
- Cooks food items grilling, frying, sauté, salads and other cooking methods to specific recipes and standard.

November 2018- April 2019

Commis 1

Deer Valley Resort (USA)

- Checked freezer and refrigerator prior to each shift to verify correct temperatures.
- Taking inventory of restaurant supplies and notifying the supervisor of low or depleted supplies.
- Receiving deliveries and verifying that all ordered items have been delivered and are of good quality.
- Ensure the highest standards and consistent quality in the daily preparation and keep up to date with the new products, recipes and preparation techniques.
- To assist chef with chopping, packing and helping/ learning dishes.
- Communicate assistance needed during busy periods.
- Inform F&B service staff of available items and available chef special menu.
- To prepared and cooked breakfast buffet and dinner for the guest.

March 2017- June 2017

Housekeeping

Best Western View of Lake Powell (USA)

- Dusting and polishing furniture and fixtures.
- Making beds and changing linens.
- Cleaning and sanitizing toilets, showers/bathtubs, countertops and sinks.
- Cleaning carpets and rugs.
- Responsible for collecting the dirty lines and garbage.

March 2016- June 2016

On The Job Trainee (Line Cook)

Burgoo American Bar and Restaurant

- Prepared and cooked the pasta dishes and prepared the special sauces for the pasta.
 - Helping the preparation team for the stocking for other stores.
 - Preparing the station and set up and stocked.
 - Ensuring that work stations are properly sanitized.
-

EDUCATION BACKGROUND

Perpetual Help College of Manila

Bachelor of Science in Hotel and Restaurant Management

Graduated by: 18/04/2018

Bansud Institute

CAT Officer

March 2014

General Roxas Elementary School

April 2010

HIGHLIGHTS

- Highly experienced and having deep familiarity in kitchen operation and all hotel operation.
- Can handle the pressured and work in a fast paced environment.
- Excellent written and verbal communication skills
- Dedicated and Hardworking individual
- Willing to render overtime
- God fearing man

SKILLS/ QUALIFICATION/ ACHIEVEMENTS

Languages: **Tagalog**
 English

Computer Skills: **Word**
 Excel
 Power Point

Additional Skills: **Barista**
 Culinary Skills
 Housekeeping
 F&B Service

Driver License (Non Pro 1,2)

NC III Passer in Event Management
April 2018

Work and Travel Program (USA)
March 2017- June 2017

Culinary Internship Program (USA)
November 2018- September 2019