

Gemar Orot Carnacite

Food Catering Services Supervisor

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Professional Summary

Goal oriented and persistent leader and team player with more than 5 years of extensive experience in planning, scheduling, directing the food services staffs in accordance with the current applicable standards. Proven track record of supervising food service staff in the preparation and service of food. Focused on maintaining the quality of food and employees safety. Demonstrated ability to prioritize tasks in order to attain the business goals.

Skills

Professionalism, leadership, judgment, time management, proficient with computers, detail oriented, interpersonal skills, adaptability, resourcefulness, cooperation and teamwork.

Work History

Food Catering Services Supervisor, Efgem's Cuisine Catering Services 04/2009 – 10/2014
Coordinated food menu and beverage options, managed and maintained food menu and beverage inventory, supervised kitchen operations, monitored adherence to food sanitation regulations and safety guidelines, managed kitchen staffs and supervised food preparation and resolved guests complaints or concerns. Catbalogan City, Philippines

Administrative Staff/Aide, 11/2014 – 09/2018
Office of the President of the Philippines (Commission on the Filipino Language) Manila City, Philippines
As an administrative staff at the Administrative and Finance Division, performed clerical and administrative tasks such as; received and released pertinent documents when assigned at the office of the Chief Administrative Officer; reviewed and checked supporting documents and prepared vouchers for payment when assigned at the accounting unit; prepared Requisition and Issue Slip, Purchase Request and other supply related reports; recorded, released and distributed office supplies; prepared monthly reports on issued office supplies and inspected new arrived purchased materials and office supplies when assigned at the supply unit; computed and processed application for leave and computed and processed salaries of contractual employees when assigned at the personnel/human resource unit; and received, recorded, released and filed official communications and other documents when assigned at the records section. Helped the manpower needs of the Administrative and Finance Division for the effective performance of its support functions.

Administrative/Docket Clerk (Criminal-in-Charge), 10/2018 – 11/2019
Supreme Court of the Philippines (Regional Trial Court, Branch 201)
 Las Piñas City, Philippines
 As an Administrative Staff in charge of all criminal cases, docketed all criminal cases filed before the court, organised the filing system and records keeping of the court. Prepared various court documents such as; subpoenas, warrant of arrests, commitment orders, release orders and documents for bail bond. Received motions and other court pleadings from lawyers and conducted quarterly physical inventories of all criminal cases which are active, decided and archived. Prepared the case folders scheduled for hearing and assisted the operation of the court during court hearings. Pioneered the adaptation of the electronic subpoena which contributed a lot to the court when it comes to saving of papers and other resources.

Probation and Parole Officer, *Department of Justice* 11/2019 – present
 Muntinlupa City, Philippines
 As an investigator and agent of the court, submitted all the required reports accurately, completely and timely to the courts and to the Board of Pardons and Parole. Performed administrative tasks including the screening on the veracity and its authenticity, reviewing the completeness and identifying the discrepancies of the documentary requirements submitted by the applicants. Obtained and reviewed data provided by the applicants and conducted interview to the applicants for probation, parole, pardon and executive clemency. Conducted investigations and background check to the family members and to the community where the applicant resides. Helped the office perform its mandate effectively and efficiently.

Education

Bachelor of Laws (Juris Doctor) Undergraduate, *City University of Pasay* 10/2011 – 03/2019
 Pasay City, Philippines
 Irregular student due to financial constraints and stopped at the Third Year level due to covid-19.

Bachelor of Science in Criminology, *University of Cebu* 06/2005 – 03/2009
 Cebu City, Philippines
 Graduated Cum Laude in the 4 year course.

Trainings and Seminars

Seminar on the Introduction of Gender-Fair Language, 20/07/2022
Parole and Probation Administration

Probation and Parole Officers' Basic Course, *Parole and Probation Administration* 02/12/2021

Seminar on Mental & Physical Balance, *Parole and Probation Administration* 17/12/2019

Seminar on Records Management and Proper Disposal, 08/08/2018
National Archives of the Philippines

Training for Agency Authorized Liaison Officers, 26/04/2016
Government Service Insurance System (GSIS)

Training-Orientation on R.A. 9184 "Government Procurement Reform Act and its Revised Implementing Rules and Regulations", 15/01/2016
Commission on the Filipino Language/Procurement Service-DBM

Gender Sensitivity Training, 27/06/2014
Commission on the Filipino Language and Philippine Commission on Women