



ALAN P. GALON

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OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills

PERSONAL DETAILS

- Date of Birth : August 16, 1985
- Father's Name : Baudillo B. Galon
- Mother's Name : Flora P. Galon
- Civil Status : Married

EDUCATIONAL BACKGROUND

- **TERTIARY**
Bachelor of Science in Hotel and
Restaurant Management
University of Perpetual Help Manila
- **SECONDARY**
General Pio Del Pilar National High School
1998 – 2004
- **PRIMARY**
Guadalupe Nuevo Elementary School
1993 – 1998

WORK EXPERIENCE

- **Seabourn Quest**
Singga Ship Management
Position : Commis De Cuisine
November 24, 2022
Duties & Responsibilities
 - Assisting in the food preparation process. Cooking and preparing elements of high quality dishes.
 - Complete hot galley preparation like Breakfast, Vegetables, Fish, Saucier or Grill presentation and service to the guests.
 - Assistance with preparation and cooking daily meals (including breakfast, lunch, Tea Time, dinner, etc.) for crew and guests in accordance with Executive Chef Manual and menu cycle.
- **NSU Voyager**
NS United Maritime Philippines Inc.
Bulk Carrier
November 19, 2021 to July 19, 2022
Position: MESSMAN
Duties & Responsibilities:
 - Cleans all alleyways, Mess and Receiving Room, Senior Officers Cabin, Kitchen Implements and Utensils.
 - Assists the Chief Cook in his Cooking Duties.
 - Serves food on all personnel and guests as well.
 - Observes proper cleanliness either personnel or in the over-all upkeep of the Galley and Mess Room.
 - Perform such function as may assigned to him by the Chief Cook.
- **P&O Ferries**
Restaurant Staff
Philippine Transmarine Carriers Inc.
January 2020 – May 2020
Position: Restaurant Staff/Cook
Duties & Responsibilities:
 - A Cook plans, prepares, and cooks food items to ensure the highest quality service and experience for customers. They help keep the kitchen organized and running efficiently. They ensure proper food handling, sanitation and following food storage procedures.
 - Assign in brassiere specialty restaurant.

- **Chili's Bar & Grill**
Paseo De Roxas Ayala Center, Makati, Greenbelt Dr, Makati, Metro Manila
March 20, 2012 to January 28, 2019
Position: COOK/TRAINER
Duties & Responsibilities:
 - Worked under a lead corporate trainer in developing food service training procedures.
 - Employed assessment methods, both oral and written, to evaluate employee readiness.
 - Incorporated important company objectives within training program.
- **Toro Restaurant & Bar**
G/F One McKinley Place 26th Cor. 4th St. Bonifacio Global City, Taguig
March 2, 2011 to July 12, 2011
Position: Kitchen Helper
- **Bed Space Bar**
Esperanza Street Ayala Center, Makati
May 29, 2010 to October 29, 2010
Position: COOK
Duties & Responsibilities:
 - Engage food handling and sanitation
 - Responsible for the appearance orderliness and cleanliness of the kitchen area.
 - Responsible for inventory of whole products.
- **Holy Cow Steak Ranch & American Grill**
SM Megamall, EDSA Street, Mandaluyong City, Metro Manila
May 12, 2009 – October 9, 2009
Position: Food Server
Duties & Responsibilities:
 - Assisted guests with making menu choices in an informative and helpful fashion.
 - Regularly checked on guests to ensure satisfaction with each food course and beverages.
 - Consistently adhered to quality expectations and standards.**Position:** LINE COOK (October to February 12, 2010)
Duties & Responsibilities:
 - Provide information and interpreting house rules and regulation informing employees of their meaning to avoid ambiguity.
 - Ensure that the food served in proper time and good quality.
- **Burgoo American Bar & Restaurant**
Makati, Metro Manila, Philippines
May 2, 2006 – November 2, 2006
Position: BUSSER
Duties & Responsibilities:
 - Assists the food server, taking order from the guests.
 - Primary responsibilities bussing clean and tables set up.
 - Running of food and beverages according to proper time allocation from drinks, appetizer soup, main course and dessert.

SEMINARS AND TRAININGS ATTENDED

- **SHIPS CATERING (Ship's Cooks)**
TVET Competency Assessment and Certification System in the following units of Competency
September 20, 2022 to September 19, 2027
- **PRIME POWER MAN POWER SERVICES**
Food and Beverage and Stewarding Training Service
February 9 – 15, 2009
- **MANILA PAVILION**
Orientation on Human Resources Development
Overview of Housekeeping Department
August 28, 2004
- **THE MANILA DIAMOND HOTEL**
Rooms Division Management
Micros-Fidelio Briefing and Demo on Bed Making Procedure
Plus: Detailed Tour on The Hotel's run of the House
March 12, 2004
- **BLUE ONION**
Tour with seminar Orientation on Bar Management
With Detailed Demo on Flair tending and Cocktail Preparation
March 12, 2004
- **SHIPS CATERING SERVICES (Messman)**
TVET Competency Assessment and Certification System in the following units of competency
(in compliance to the requirements of MLC 2006)
Nov. 3, 2020