

MARCELINO LUNZAGA

COOK

OBJECTIVE

To secure a challenging position as COOK in a reputable organization and a career opportunity to fully utilize my capabilities, learnings, knowledge and skills while making a significant contribution to the success of the institution.

CONTACT

 +1 242 5243185

 lunzagamars@yahoo.com

 13 Apollo 3 Street Moonwalk
Village, Las Piñas City, Philippines

EDUCATION

Vocational Course
National Certificate II in Cookery
TESDA
Paco, Manila, Philippines
May 2014

Tertiary Education
Diploma of Hotel and Restaurant
Management
Montessori Professional College
Imus, Cavite, Philippines
2003 - 2006

Secondary Education
Las Piñas National Highschool
Las Piñas City, Philippines
1998 - 2002

QUALIFICATIONS

- Ensure ingredients and final products are fresh and follow recipes, including measuring, weighing and mixing ingredients
- Bake, grill, steam and boil meats, vegetables, fish, poultry and other foods and present, garnish and arrange final dishes
- Maintain a clean and safe work area, including handling utensils, equipment and dishes
- Handle and store ingredients and food and maintain food safety and sanitation standards

Clean and sanitize work areas, equipment and utensils and execute opening and closing procedures

- Set up workstations with required ingredients and equipment and check the quality and freshness of ingredients
- Monitor station inventory levels, accommodate guests' special requests and operate kitchen equipment such as broilers, ovens, grills and fryers
- Prepare ingredients to use in cooking (chopping and peeling vegetables, cutting meat etc.) and set up workstations with all needed ingredients and cooking equipment
- Occasionally serve food to dining table for guests.

EXPERIENCE

Butler
Sandals Emerald Bay Golf, Tennis
and Spa Resort
Exuma, the Bahamas
2018 - Present

Quality Control Assurance
Kawanishi Tousu Inc.
Japan
2010 - 2013

Cook
Sbarro Fresh Italian Restaurant
Quezon City, Philippines
2006 - 2007

Chef
The Manila Hotel
Manila, Philippines
2014 - 2018

Assistant Restaurant Manager
Sbarro Fresh Italian Restaurant
Quezon City, Philippines
2006 - 2010

Waiter / Food Server
Burger King
Ayala, Alabang Town Center
2003

MARCELINO LUNZAGA

C O O K

COVER LETTER

Dear Hiring Manager,

My name is Marcelino Lunzaga and I am applying for a position of Cook with your company as advertised on job board website. I was delighted to see the job opening as I've been following the website for the last few years and admire your direct approach to employment.

I have more than 15 years experience in Food and Beverage Industry and based on the specific list of your requirements for this position, the following are the qualifications that I believe make me a good candidate:

- Strong belief in company loyalty, professional integrity and support, and a superior work ethic.
- Excellent problem solving and decision-making skills.
- Strong leadership and a positive attitude that motivates others to higher levels of performance.
- Excellent follow-up and follow-through skills that ensure positive outcomes.
- Readiness to accept change and embrace new ideas that illustrate flexibility.

A few of the aspects in which I excel include:

- Pleases customers by providing a pleasant dining experience.
- Serves meals by reviewing recipes; assembling, combining, and cooking ingredients; and maintaining a sanitary kitchen.
- Executes cold food production in accordance with standards of plating guide specifications.
- Attends to the detail and presentation of each order.
- Places and expedites orders.
- Prepares ingredients by following recipes; slicing, cutting, chopping, mincing, stirring, whipping, and mixing ingredients; adding seasonings; verifying taste; and plating meals.
- Completes hot meal preparation by grilling, sautéing, roasting, frying, and broiling ingredients and assembling and refrigerating cold ingredients.
- Adheres to proper food handling, sanitation, and safety procedures; maintains temperature and Hazard Analysis Critical Control Point (HACCP) logs as required; and maintains appropriate dating, labeling, and rotation of all food items.
- Stores leftovers according to established standards.
- Coordinates daily food supply inventory for cafeteria. Submits order to supervisor.
- Assists with receipt of deliveries.
- Contributes to daily, holiday, and theme menus in collaboration with supervisor.
- Ensures smooth operation of cafeteria services during absence of supervisor.
- Maintains cleanliness and sanitation of equipment, food storage, and work areas.
- Completes cleaning according to daily and weekly schedules and dishwashing/pot washing as needed.
- Assists with orienting new employees to their work area.
- Listens to customer complaints and suggestions and resolves complaints.
- Implements suggestions within parameter of position and refers more complex concerns to supervisor.
- Instructs personnel in use of new equipment and cleaning methods and provides efficient and effective methods of maintaining work area.
- Participates in and/or contributes to programs, committees, or projects designed to improve quality of service and employee productivity.

On a personal level, I'm a people person with a knack for getting smiles and making clients feel relaxed and comfortable. I'm reliable and capable in fast-paced environments, and I always deliver the job on time.

I would like to invite you to view my Resume for a sense of the style and quality of my work. Please give me a call at +639957649248. I would love to speak with you about how my expertise can best suit your needs.

Sincerely,

Marcelino Lunzaga