

Dear Sir/Madam:

Greetings!

I am Russel Perez, 42 years old, would like to apply in any position or whichever may deem commensurate to my qualifications, skills and experiences relevant to your requirement. My various trainings and job experiences have given me the necessary competence and knowledge which entails the job being offered.

I'd very much appreciate the chance to talk with you and get your opinion whether my background and inclination would be suitable for the job. I am willing to be scheduled for an interview at your favorable time and also, you can contact me through my mobile number **09497824395** or my email address [russel.perez1980@hotmail.com](mailto:russel.perez1980@hotmail.com)

I look forward for your favorable response on this regard. Thank you very much.

**Russel Perez**  
Applicant

## RUSSEL F. PEREZ

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San Isidro Sucat Paranaque City, Philippines  
Contact Number: **(+63) 9497824395**  
Email Address: [russel.perez1980@hotmail.com](mailto:russel.perez1980@hotmail.com)



### Work Experience:

#### **OSM Maritime INC. (Hurtigruten)**

##### **Waiter**

M/S Roald Amundsen / MS Maud  
November 28, 2020 – Present

- \* Handles all working material and equipment with the necessary care and keeps it well-cleaned.
- \* Active and timely participation in daily briefings and all onboard trainings.
- \* Knowledgeable of all F&B offerings including portions, ingredients or potential food allergies.
- \* Prepare and performs F&B activities (i.e. daily food service, afternoon snack) and special events as assigned.
- \* Take accurate food and drinks orders applying upsell techniques while using a POS ordering software following company procedures.
- \* Cleaning of working areas in accordance with Public Health and company rules and regulations.
- \* Following all applicable company standards and Public Health procedures.
- \* Physically able to carry trays of food, plates, glasses and utensils and cleans tables, floors and other areas in their daily routine.
- \* Separation and disposal of waste/ garbage according to company procedures.
- \* Ensure appropriate grooming and clean uniform for each service.
- \* Confident to use both the POS system and/ or paper checks to order F&B items.
- \* Verify guest satisfaction as per steps of service with each table.
- \* Ensure the table set up is complete for each service and sanitized in case resetting tables during service.
- \* Ensure the supervisor is informed about all guest concerns and constructive comments received even if not related to the F&B operation.
- \* Ensure to be familiar with any outbreak procedure such as COVID-19
- \* Participation in loading as required and on direction of management.
- \* Tender pit duties as requested.
- \* Ensure to be fully trained in public health requirements
- \* Work according to working schedule to minimize overtime.

## **OSM Maritime INC**

### **Assistant Waiter**

#### **M/V World of Odessey**

Sept 7, 2018 – April 2019

- \* Facilitate the filling of drinks orders between customers and the bar.
- \* Suggest additional menu items, such as desserts and drinks, when appropriate.
- \* Take customers' orders and relay them to the kitchen staff.
- \* Obtain amenities for patrons with specific needs
- \* Operate the drink fountain and coffee station.
- \* Count down till the of every shift, memorize the menu for on demand recitation.
- \* Provide responsible services of alcoholic beverages.
- \* Deliver food and beverages to any table as needed.
- \* Report to property on time and in proper uniform.
- \* Greet the guest, take orders and serve foods and beverages to patrons at tables in dinning establishment.

## **Kandaya Resort**

### **Oncall Restaurant Supervisor**

Daan Bantayan Agujo Cebu

May 1, 2019 – September 21, 2019

- \* Coordinate daily Front of the House and Back of the House restaurant operations
- \* Deliver superior service and maximize customer satisfaction
- \* Respond efficiently and accurately to guest complaints, Identifies guest needs and respond proactively to all their concerns.
- \* Takes all requisition forms subject for the approval of the Immediate Head before
- \* submitted to purchasing department and regularly review product quality
- \* Organize and supervise shifts
- \* Appraise staff performance, provide feedback to improve productivity, completing audits;
- \* identifying trends; determining system improvements and implementing change.
- \* Maintains ambiance by controlling lighting, background music, linen service, banquet
- \* equipment's, glassware, dinnerware, and utensil quality and placement; monitoring food, presentation and service.
- \* Manage restaurant's good image and suggest ways to improve it to achieve
- \* Implement policies and protocols that will maintain future restaurant operations
- \* Be familiar with the menu, ingredients and preparation methods for items being served for each function.
- \* Review Banquet Event Orders and Function room set-up to ensure that all information
- \* accurate and directions are completely followed, communicate all Banquet Event Order changes, set-ups, time schedule for each function with all banquet staff and to all affected departments
- \* Maintains safe, secure, and healthy environment by establishing, following and enforcing sanitation standards and procedures; complying with legal regulations,
- \* Perform other related duties assigned by the management team.

**Magsaysay Maritime Corporation**  
**Waiter/Asst.Waiter/Snack**  
**Steward**

Costa Cruise Lines

June 06,2005-October 22,2016

- \* Take customers' orders and relay them to the kitchen staff.
- \* Facilitate the filling of drinks orders between customers and the bar.
- \* Suggest additional menu items, such as desserts and drinks, when appropriate.
- \* Obtain amenities for patrons with specific needs
- \* Operate the drink fountain and coffee station.
- \* Count down till the of every shift.
- \* Memorize the menu for on demand recitation.
- \* Provide responsible services of alcoholic beverages.
- \* Deliver food and beverages to any table as needed.
- \* Report to property on time and in proper uniform.
- \* Greet the guest.
- \* Take orders and serve foods and beverages to patrons at tables in dining establishment.
- \* Check with the guest to ensure that they are enjoying their meals and take action to correct any problems.
- \* Communicate with the guest to resolve complaints or ensure satisfaction
- \* Ensure that the assigned work station is clean and sanitized according to the cruise standards and USPH.

**Alawi Tunki Bros. Co Jeddah K.S.A**

**Waiter**

July 01, 2002 – July 30,2003

- \* Take orders and serve food and beverages to patrons at tables in dining establishment.
- \* Check with the costumers to ensure that they are enjoying their meals and take action to correct any problems.
- \* Communicate with customers to resolve complaints or ensure satisfaction.

**EDUCATIONAL BACKGROUND:**

**Education Level** : College Undergraduate  
**Course** : B.S Tourism  
**Year Graduated** : 1999  
**School** : PATTS College of Aeronautics

**Education Level** : Secondary Graduates  
**Course** : High School  
**Year Graduated** : 1998

**RELEVANT SEMINARS AND TRAINING ATTENDED:**

Training Course : NATIONAL CERTIFICATE II - SLAUGHTER OPERATION  
Training Course : NATIONAL CERTIFICATE II FOOD AND BEVERAGES  
Training Course : Seminars Workshop on Integrated Hotel and Restaurant  
Training Course : Crowd Management Passenger Safety and Safety Training  
Training Course : Proficiency in Crisis Management & Human Behavior  
In Passenger Safety, Cargo Safety and Hull Integrity  
Training Course : Vessel Sanitation (USPHS – HACCP)

**PERSONAL INFORMATION:**

**Age** : 42 Years Old  
**Date of Birth** : November 06,1980  
**Place of Birth** : Paranaque City, Philippines  
**Marital Status** : Separated  
**Nationality** : Filipino Citizen  
**Height** : 5'10  
**Father's Name** : Reynaldo Perez  
**Mother's Name** : Violeta Perez  
**Languages Spoken** : English, Tagalog, **Basic Italian,French and Spanish**

**WORK REFERENCES:**

**Name** : Grace Tamayo  
**Position** : Meat Shop Manager  
**Contact Number** : +63 999-7767295

**Name** : Claire Anne Manalili  
**Position** : Food and Beverage Manager  
**Contact Number** : +63 998 990 2776

**Name** : Ms. Cheryl Cordura  
**Position** : Manager Magsaysay Maritime Corporation.  
**Contact Number** : 02(5268888)

**Availability:** As soon as possible

This is to certify that all mention above is true and correct. Any erroneous entries will consider this personal data sheet void.

**Russel Perez**  
Applicant

