



JERICHO BRANDO ALQUISAR GONZALES

QUALIFICATIONS

I have 4 years of experience in the food and hotel management industry, and more than 2 years of experience with quality assurance. I am highly optimistic and enthusiastic about doing my job correctly. I am a great communicator and have the ability to assess and initiate things independently.

DATE OF BIRTH

October 08, 1997

STATUS

Single

DEPENDENTS

None

EXPERIENCES

Chali Beach Resort

March 2018 - April 2019

Cugman, Cagayan de Oro City

Assitant Chef & Frontdesk Officer

Plan and execute menus in collaboration with other colleagues.

- Ensure adequacy of supplies at all times.
- Place orders in a timely manner.
- Manage ingredients that should be frequently available on a daily basis.
- Follow the directions of the executive and sous chef.
- Greet guests and provide them with superb customer service.
- Ensure the front desk is neat, presentable, and equipped with all the necessary supplies such as pens, forms, and paper.
- Answer all client questions and incoming calls.
- Redirect phone calls to the appropriate department and take down messages.
- Accept all letters and packages, and distribute them to their appropriate departments.
- Monitor, organize, and forward emails.

- Track and order office equipment and supplies.
- Maintain records and files.
- Oversee the office budget.

Del Monte Golf and Country Clubhouse

April 2019 - December 2019

San Miguel, Manolo Fortich, Bukidnon

Assistant Chef

- Plan and execute menus in collaboration with other colleagues.
- Ensure adequacy of supplies at all times.
- Place orders in a timely manner.
- Manage ingredients that should be frequently available on a daily basis.
- Follow the directions of the executive and sous chef.
- Greet guests and provide them with superb customer service.
- Ensure the front desk is neat, presentable, and equipped with all the necessary supplies such as pens, forms, and paper.
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- Maintain records and files.
- Oversee the office budget.

Del Monte Philippines Pack House

January 2020 - August 2021

Camp 1, Manolo Fortich, Bukidnon

Quality Assurance Officer

- Plan, executed, and oversaw product inspection and testing for quality and conformance to specifications and deliverables
- Assist operations by tracking, documenting, and reporting quality levels as well as CSR, environmental, and health and safety KPIs
- Investigate reports of product quality issues and ensure resolution in accordance with company guidelines and regulatory requirements

- Develop or update procedures for capture, investigation, and documentation of product complaints
- Monitor risk-management procedures, maintain problem logs and report issues to managers and product developers
- Provide training and support to quality assurance team members that covers systems, policies, procedures, and core processes

Cafe de Maria

August 2021 - September 2022

Grand Europa Vista Mall, Cagayan de Oro City

Chef de Partie and Store Supervisor

Plan and execute menus in collaboration with other colleagues.

Ensure adequacy of supplies at all times.

Place orders in a timely manner.

Manage ingredients that should be frequently available on a daily basis.

Follow the directions of the executive and sous chef.

BCC Business Hotel

September 2022- Present

Damilag, Manolo Fortich, Bukidnon

Front Desk Officer

- Greet guests and provide them with superb customer service.
- Ensure the front desk is neat, presentable, and equipped with all the necessary supplies such as pens, forms, and paper.
- Answer all client questions and incoming calls.
- Redirect phone calls to the appropriate department and take down messages.
- Accept all letters and packages, and distribute them to their appropriate departments.
- Monitor, organize, and forward emails.
- Track and order office equipment and supplies.
- Maintain records and files.
- Oversee the office budget.

EDUCATION

**Hotel and Restaurant Management
Lyceum of the Philippines University
Muralla St, Intramuros, Manila, 1002 Metro Manila
SY 2015-2016**

**Bachelor of Science in Hotel and Restaurant Management
Management Southern de Oro Philippines College
Julio Pacana Street Licuan Junction, Cagayan de Oro City
SY 2016-2020**

TRAINING & ACHIEVEMENTS:

- Business Management Seminar
Del Monte Philippines Camp Philipps, Manolo Fortich Bukidnon
2019
- HRM Seminar
Southern de Oro Philippines College Julio Pacana Street, CDO City
2019

REFERENCES:

CHE GARLYN PLETE

+639190979245

Chetz Kusina

Owner/CEO

RAMON MANLUNAS

+63 908 864 7169

Del Monte Philippines Inc.

Senior Consultant

ARNOLD TOBIAS

+639156474027

Del Monte Philippines Inc

Senior Manager