

SHEILA MARIE D. SAN JOSE
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EDUCATION HISTORY

FIELD OF STUDY	COLLEGE	PERIOD OF STUDY
Certificate IV Commercial Cookery	Queensford College Brisbane, Australia	August 2018 – December 2019 - Competent
Advance Diploma of Human Resource Management	Academique Pty. Ltd. Southport, Qld. Australia	7 August 2017 – 22 June 2018 - Competent
Diploma of Human Resource Management	Academique Pty. Ltd. Southport, Qld. Australia	11 July 2016 – 9 June 2017 - Competent
Bachelor of Science in Nursing	North Valley College Kidapawan City, North Cotabato, Philippines	June 2008- April 2011 - Graduate
Bachelor of Science in Commerce Major in Marketing	Holy Cross of Davao College Davao City, Philippines	June 2000- April 2004 - Graduate

WORK HISTORY (Australia)

POSITION HELD	COMPANY ADDRESS	DUTIES AND RESPONSIBILITIES	CONTACT DETAILS
Apprentice Chef May 2019 – August 2019	Sofitel Brisbane Central 249 Turbot St. Brisbane City Qld., Australia, 4000	Assist chef in food preparation and production, assist in preparing salads, canapes and entrees. Set up buffet, stocks rotation	Patrice Falantin Executive Chef P – 07 3835 4971
Apprentice Chef August 2019 – December 2019	The Sebel Brisbane Crn Albert and Charlotte St. Brisbane City Qld. Australia, 4000	Assist chef in food preparation and production, Assist chef in cooking and plating during the service, monitor stocks rotation and supplies,	Chef Richard Martin Executive Chef P – 61 7 3224 3500
Kitchen Support/ Kitchen Hand (Catering) Nov. 2016- December 2019	Jeta Gardens Age Care Facility Claredon St. Bethania QLD. Australia	Assist and support kitchen chef in food preparation, serving foods, and enforcing high standard of health and safety, cleaning up	Evelyn Clinton/ LISA O'rouke HR Manager P +61 7 3200 6888 F +61 7 3200 7100

		food section before and after shift, check other areas in the kitchen ready for the next shift.	Susan Martin – Head Chef P 3299 9232
Room Attendant August 2016- October 2016	Meriton Service Apartment 2669 Gold Coast Hwy, Broadbeach QLD 4218	Cleaning and servicing guest rooms	P: (07) 5579 6200
Kitchen Hand July 2016 – August 2016	Kastury’s Indian Cuisine 2/1 James St, Beenleigh QLD 4207	Assist and support kitchen chef in food preparation, food service, and enforcing high standard of health and safety rules and cleaning up food section and other area in the kitchen. Prepare dishes that suits each individual’s dietary requirements	Ms. Vanitha Lang P: (07) 3287 1315

WORK HISTORY (Philippines)

POSITION HELD	COMPANY ADDRESS	POSITION DESCRIPTION	CONTACT DETAILS
Chef (Cold Section) February 2020 - 2022	The Royal Mandaya Hotel Palma Gil St. Davao City	-Prepare entrees/ appetizers', salads, fruits and desserts. - Prepare ala carte and buffet services - Assist and support kitchen chefs in food preparation (ex. Functions/Events) -Monitor stocks and ensure health and safety - Ordering Stocks and oversee other kitchen needs.	Marilyn E. Engbino Pastry Chef Mobile No. +639338658479 Judalyn Luarez Head – ColdSection Mobile no. +639702646748
Project Support Officer March 2022 – June 2023 (Project Based)	University of the Philippines in Mindanao Anda St. Davao City	Support Project entitled “Extending the LIFE Model to new Moro Islamic Liberation Front (MILF) communities in Maguindanao and Cotabato” funded by the Department of Foreign Affairs and Trade (DFAT)- Australia.	

		<ul style="list-style-type: none"> - Ensure the administrative and financial needs of the Project are met (Payroll, Procurements, Travel, Field Operations) - Procure materials for the Project; - Assist the Project team in processing necessary documents and requirements for fieldwork and other Project activities; - Travel to various institutions to attend seminars/trainings/meetings; - Attend meetings and reviews of the Project; - Perform other functions as instructed by the Project Leader and Project Advisor 	
Officer-in- Charge September 2007 – 2016	University of the Philippines Mindanao Foundation, Inc Anda St. Davao City, Philippines	<ul style="list-style-type: none"> - Provide Administrative Support - Monitor and supervised projects - Prepare office budget - Implement procurement, requisitions and payroll - Assess and evaluate student scholarship applications - Oversee office management system and financial management (organizing meetings, facilitation, coordination with management) 	Atty. Marie Dinah Tolentino-Fuentes President P: +639292113695
Account Management Assistant/ Sales Department December 2015 – April 2016	Maxicare Healthcare Corp. 3rd Floor FTC Tower, Mt. Apo Road, Davao City, Davao del Sur, Philippines	<ul style="list-style-type: none"> - Preparing and updating account - Sorting and filling paperwork and basic bookkeeping - Answers inquiries and phone calls 	Sheila Gallego – Account officer P: +63 82 305 2108
Administrative Assistant January 2006 - 2007	University of the Philippines Alumni Association Anda St. Davao City, Philippines	<ul style="list-style-type: none"> - Assist Admin Officer - Assist in preparing minutes of the meeting - Arrange bookings and appointments - Answer phone calls 	Atty. Marie Glenn Sorila Director P: 09285030253
Admin. Aide	University of the Philippines Open University, Leaning Centre Anda St. Davao City	<ul style="list-style-type: none"> - Assist facilitator preparing learning materials for students - Proctor examination and testing session - Assist clerical and logistic needs 	Glenda Del Soccoro Facilitator P: 222 2223

Sunday School Teacher – Senior High	Holy Child School of Davao – Green Meadows, Mintal Davao City, Philippines	-Teaches values studies and home economic	Ria -Tropico Facilitator P: +63 82 293 1600
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Skills/Qualifications:

- General Management skills
- Multitasking
- Communication
- Computer Skills (All MS docs)
- Food Prep and Safety
- IELTS/ English Proficiency Score: 5.5

Character References:

Josie Rae-Smith
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SUSAN MARTIN
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