

Onos M. Mangotara Jr.

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Freelancer

To utilize my skills and experience to contribute effectively to the success of the company, while continuously seeking opportunities for professional growth and development.

Work Experience

Kitchen Staff/Helper

August 2022-January 2024

Kalizoi Kitchen and Bar

- - Wash and sanitize kitchen surfaces
- - Maintain cleanliness and sanitation of kitchen and dining areas
- - Clean and sanitize dishware, cookware, and utensils
- - Assist in food preparation and serving
- - Dispose of trash and recycling in accordance with local regulations
- - Assist in unloading and storing deliveries
- - Stock and replenish kitchen supplies as needed
- - Follow health and safety regulations

Investigative Assistant

January 2017-January 2024

National Bureau of Investigation

- - Assisting Investigators in operations
- - Filing of cases and evidences
- - Conducting Surveillances
- - Doing some other office clerical works
- - Serving of subpoenas

Data Controller III

January 2007-December 2010

Provincial Government of Palawan - Provincial Planning and Development Office
(Geographic Information System Unit)

- - Making geographical maps
- - Conducting survey using GPS
- - Other office related jobs

Administrative Assistant

January 2005-December 2006

Provincial Government of Palawan - Provincial Planning and Development Office
(Geographic Information System Unit)

- - Making geographical maps

- - Conducting survey using GPS
- - Other office related jobs

Education

Bachelor of Business Administration - Major in Management

Palawan State University

June 2000-March 2005

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Other Skills

- - Driving
- - Windows Based Programs
- - Playing Basketball
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