Medilyn B. Arriola

Address: 303-4 Sumulong Ext. Brgy. Bagumbayan
Angono, Rizal
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Email address: bularinmedilyn@gmail.com

Objective: To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

WORK EXPERIENCES

Customer Sales representatives
Teletech Cainta - **Philippines**
July 2022 - August 2023

Duties and Responsibilities:
- maintains a positive, empathetic, and professional attitude toward customers at all times.
- responding promptly to customer inquiries. Acknowledging and resolving customer complaints.
- knowing our products inside and out so that you can answer questions.
- processing orders, forms, applications, and requests.
- providing feedback on the efficiency of the customer service process.
- ensure customer satisfaction and provide professional customer support.

Housekeeping Supervisor
Schools/Building/Restaurant **- Qata**r
June 2020 - April 2022

Duties and Responsibilities:
- assign housekeeping tasks
- create staffing schedules
- provide orientation and training
- offer high-quality customer service
- manage the inventory and order supplies
- issue supplies and equipment to staff
- hire new staff and recommend transfers, promotions and dismissals
- perform cleaning duties when there is a staff shortage
- prepare reports
- establish standards and procedures for work
- attend staff meetings to discuss policies
- examine and determine the need for repair and replacement
- ensure compliance with safety and sanitation policies
- recommend service improvements to the management

- give clear instructions

Food Service Associate Team leader (Food and beverage Attendant)
SASSO RESTAURANT/BLUE ROSE HOTEL - **Qatar**
April 2019-May 2020

Duties and Responsibilities:
- supervising crew members, including cooks, servers, and hosts.
- training crew members on food handling and customer service.
- making sure that cleanliness standards are followed, including hygiene, quality, and food safety.
- scheduling shifts and making sure that all shifts are properly filled.
- supervising crew members, including cooks, servers, and hosts.
- training crew members on food handling and customer service.

Food Service Associate (Food and beverage Attendant)
Compass Catering Service- **Qatar**
October 2017- November 2018

Duties and Responsibilities:
- welcoming and seating guests.
- taking guest orders.
- communicating them effectively to the kitchen.
- memorizing the menu and offering recommendations to upsell appetizers, desserts, or drinks.
- adhered to the quality and work standards of the chain.
- prepared cooked food.
- maintained the equipment, such as oven and grill, in proper condition.
- maintained cleanliness in the work stations.
- assisted the other staff members in taking orders.
- serving food at events.
- assisting with preparing food and drinks.
- keeping kitchens or buffets stocked.clearing tables.
- staging dining areas

Food Service Associate (Food and beverage Attendant)
Al Karam Al Arabi Catering Service- **Qatar**
August 2013- May 2017

Duties and Responsibilities:
- welcoming and seating guests.
- taking guest orders.
- communicating them effectively to the kitchen.
- memorizing the menu and offering recommendations to upsell appetizers, desserts, or drinks.

- adhered to the quality and work standards of the chain.
- prepared cooked food.
- maintained the equipment, such as oven and grill, in proper condition.
- maintained cleanliness in the work stations.
- assisted the other staff members in taking orders.
- serving food at events.
- assisting with preparing food and drinks.
- keeping kitchens or buffets stocked.clearing tables.
- staging dining areas

EDUCATIONAL BACKGROUND

Tertiary	: University of Rizal System
	: Bachelor of Science in Psychology
	: 2000-2003
Secondary	: Angono National High School
	: 2000
Primary	: San Vicente Elementary School
	: 1996

PERSONAL PROFILE

Date of Birth	: June 29, 1983
Place of Birth	: Angono, Rizal
Age	: 40 years old
Citizenship	: Filipino
Civil Status	: Widower
Religion	: Iglesia Ni Cristo
Height	: 5’0
Weight	: 65 kg.