

Norlie B. Lozada



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PERSONAL INFORMATION

Birth Date : October 01, 1979
Birth Place : Manila
Height : 5'5 ft.
Weight : 120 lbs.
Sex : Male
Civil Status : Single
Religion : Roman Catholic
Nationality : Filipino

EDUCATIONAL BACKGROUND

	Year [From] - [To]
College Course: Bachelor of Hotel and Restaurant Management School: EARIST Address: STA. Mesa, Manila	2000 - undergrad.
Secondary School: Novaliches High School Address: Novaliches Quezon City	1993 - 1997
Elementary School: Caybiga Elementary School Address: Caybiga Caloocan City	1987 -1993

EMPLOYMENT HISTORY

Position: Waiter
Company: Majd Food (Bayaz Restaurant)
Address: Kingdom of Saudi Arabia Riyadh
Date: May 2021 - May 2023

Job Description / Duties and Responsibilities:

- Greet and escort customer to their tables.

- Present menu and provide details information when asked (e.g. about portions, ingredients or potential food allergies).
- Prepare tables by setting up linens, silverware and glasses.
- Inform the customers about the day's specials.
- Offer menu recommendations upon request.
- Up-sell additional product when appropriate.
- Take accurate food and drink orders, using a POS ordering software, order slips or by memorization.
- Communicate order details to the kitchen staff.
- Check dishes and kitchenware for cleanliness and presentation and report any problems.
- Arrange table settings and maintain a tidy dining area.
- Deliver checks and collect bill payments.
- Carry dirty plates, glasses and silverware to kitchen for cleaning.
- Meet with restaurant staff to review daily specials, changes on the menu and service specifications for reservation (e.g. Parties).
- Provide excellent customer service to the guests.

Position: Waiter / Cashier
 Company: Nabt Trading EST. (MaxDoner Restaurant)
 Address: Kingdom of Saudi Arabia Riyadh
 Date: February 2018 - February 2020

Job Description / Duties and Responsibilities:

- Greet and escort customer to their tables.
- Present menu and provide details information when asked (e.g. about portions, ingredients or potential food allergies).
- Prepare tables by setting up linens, silverware and glasses.
- Inform the customers about the day's specials.
- Offer menu recommendations upon request.
- Up-sell additional product when appropriate.
- Take accurate food and drink orders, using a POS ordering software, order slips or by memorization.
- Communicate order details to the kitchen staff.
- Check dishes and kitchenware for cleanliness and presentation and report any problems.
- Arrange table settings and maintain a tidy dining area.
- Deliver checks and collect bill payments.
- Carry dirty plates, glasses and silverware to kitchen for cleaning.
- Meet with restaurant staff to review daily specials, changes on the menu and service specifications for reservation (e.g. Parties).
- Provide excellent customer service to the guests.

Position: Team Member / Cleanliness Organization Food Safety (C. O. F)
Company: Salem Al Zahrani Est (Al Tazaj Chicken Bbq.)
Address: Kingdom of Saudi Arabia Riyadh
Date: November 2013 – November 3, 2017

Job Description / Duties and Responsibilities:

- Responsible for providing quality food preparation.
- Responsible in the high quality of food we serve, it is essential to discard product when holding time expires.
- Responsible in staffing and stocks of the product.
- Responsible in reporting to the Head Kitchen and Supervisor regarding kitchen concerns and cleanliness of the store.

Position: Crew Chief
Company: Golden Arches Development Corp.
Address: Paseo De Roxas Makati City Philippines
Date: November 1997 – October 2013

Job Description / Duties and Responsibilities:

- Responsible for providing quality food preparation.
- Responsible for the equipment must be function correctly and be positioned properly.
- Responsible in the high quality of food we serve, it is essential to discard product when holding time expires.
- Responsible in staffing and adequate the crew properly positioned.
- Responsible in reporting to the Head Kitchen and Supervisor regarding kitchen concerns.

TRAININGS / SEMINARS ATTENDED

Training Center: McDonald's West Avenue
Duration: April 12 to April 14, 2012
Address: West Avenue Quezon City
Title: Crew Chief Intervention Class

Training Center: McDonald's Learning and Development Center
Duration: November 23, 2007
Address: Carlos Palangka St. Makati City, Philippines
Title: MRM Class

Training Center: McDonald's Learning and Development Center
Duration: August 17, 2002
Address: Carlos Palangka St. Makati City, Philippines
Title: MSM Class No. 7

SKILLS AND LANGUAGES

- Skilled in major relevant computer applications like MS Word, MS Excel.
- Filipino, English, Arabic

CHARACTER REFERENCES

Ms. Paula Simborio
Administrative Assistant
Jollibee, North Avenue
Tel. No.: (+63) 915-889 2105

Ms. Rose Marie Tungco
Marketing Coordinator
McDonald's Philippines
Tel. No.: (+63) 917-862-3075

Mr. Juvenal Mark I. Ferrer
Administrative Officer IV
DENR MIMAROPA
Tel. No. (+63) 9690873607

I knowledgeablely that my resume is true and correct to the best of my ability.



NORLIE B. LOZADA