

# Lloyd Danielle Flores

Metro Manila, Philippines

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Philippine Passport Holder

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**OBJECTIVE:** I am a multi-skilled and dedicated Professional with an educational background in Hotel and Restaurant Management. I have 10 years of total work experience in Events Industry, Food and Beverage – Hospitality, Death Care Industry, Food Manufacturing and Catering Services Industries in the Philippines. Seeking for **any job opportunity** that will fit my background and qualifications.

## SKILLS SUMMARY:

Sales and Customer Service

High sense of loyalty and integrity

Restaurant Operations

Organizational Skills

Process Implementation

Ability to Multitask

Inspection and Reporting Skills

Critical and Methodical Thinking Skills

Food Safety and Handling

Communication Skills: Verbal & Written

Physical Stamina & Mental Agility

Ability to interpret and create mechanical plans and layouts

Strong Attention to Detail

Workplace Safety Practices

Leadership & Coordination Skills

Computer Literate

## WORK EXPERIENCE:

Position Held : **Backdrop Interior Designer**  
Company : Kasal Essential Event Organizer  
Industry : Events Industry  
Location : Navotas City, Metro Manila, Philippines  
Period : March, 2019 – September 2023

- Visiting job sites to analyze space availability, design needs and the purpose of the space
- Attending client meetings to understand the design needs and client preferences regarding interior styles and colors
- Creating initial design sketches, color themes and ideas based on client requirements and space availability
- Getting approval from the client before creating CAD designs and detailed briefs for workers and supervisors
- Hiring contractors and vendors to implement design ideas, such as Carpenters, Painters, Plumbers, Electricians and Artists
- Overseeing the buying process of all raw materials and items required to complete the project
- Arranging client visits and keeping everyone involved in the project apprised of its progress
- Ensuring project completion within the allocated budget and timeline

Position Held : **Barista**  
Company : Tea Manila Milk Tea & Food House  
Industry : Food and Beverage - Hospitality  
Location : Malabon City, Metro Manila, Philippines  
Period : October 2019 - November 2020

- Preparing and serving beverages such as drip coffee, espresso-based drinks, tea and other specialty drinks
- Preparing and serving food items such as soups, sandwiches and pastries
- Answering customers' questions about menu choices
- Promoting and recommending menu options to customers

- Taking payment from customers
- Tracking and ordering inventory for cafe and beverage supplies, such as coffee beans, milk, napkins and cups
- Maintaining espresso machines, grinders, coffee machines and other equipment by cleaning, troubleshooting and scheduling repairs

Position Held : **Interview verify**  
 Company : Laloma Cemetery  
 Industry : Death Care Industry  
 Location : Manila, Metro Manila Philippines  
 Period : July, 2019 - Dec, 2019

- Verify the accuracy of data entered into databases or systems
- Confirm the validity of information by reviewing documents, records, and reports
- Investigate and resolve discrepancies or errors in data
- Communicate with internal teams or external sources to obtain missing or incomplete data
- Ensure compliance with company policies and regulations related to data management
- Create and maintain records of verified data and related activities

Position Held : **Food Packer**  
 Company : CDO Foodsphere Inc.  
 Industry : Food Manufacturing  
 Location : Metro Manila, Philippines  
 Period : June 24 2016 - December 19 2016

- Operate machinery to package food items
- Monitor the packing process and make adjustments as needed
- Ensure food items are securely and safely packaged
- Perform quality control checks to ensure product meets standards
- Identify and discard any defective products
- Keep work area clean and organized

Position Held : **Caterer**  
 Company : Verleo Catering  
 Industry : Catering Services  
 Location : Caloocan City, Metro Manila, Philippines  
 Period : September 2015 - November 2018

- Preparing and storing food safety before and during events
- Setting up all tables and food service areas with chairs, linens and dishes
- Serving food to guests at events
- Cleaning up and tearing down the dining area by removing all tableware, linens, garbage and furniture
- Creating menus according to a client's preferences and dietary needs
- Visiting sites before events to assess the kitchen facilities and make necessary plans
- Ordering any necessary supplies for events
- Settling on prices and creating contracts for clients

Position Held : **Barista, Service crew, Cashier**  
 Company : Cakes N' More  
 Industry : Food and Beverage - Hospitality  
 Location : Malabon City, Metro Manila, Philippines  
 Period : April 2014 - November 2014

- Preparing and serving beverages such as drip coffee, espresso-based drinks, tea and other specialty drinks
- Preparing and serving food items such as soups, sandwiches and pastries
- Working and communicating effectively with co-workers and management
- Arriving for your shift on time

- Responding to questions, concerns, and complaints from customers, vendors, or clients
- Managing transactions with customers using cash registers
- Scanning goods and ensuring pricing is accurate
- Collecting payments whether in cash or credit

### **TRAININGS AND CERTIFICATIONS:**

Technical Education and Skills Development Authority (TESDA)  
Navotas Vocational Training and Assessment Institute  
Oct - Nov 2023

National Certificate II in Barista  
Philippines  
2023

### **EDUCATION:**

#### **Tertiary:**

Bachelor of Science in Hotel and Restaurant Management  
Arellano University, Philippines  
Manila, Metro Manila, Philippines  
2015 - 2018 (Undergraduate)