

**Marilyn Santos Vinzon**

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KINGDOM OF BAHRAIN

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**Objectives:**

**Fulfill my desire to become a part of a progressive company and contribute my knowledge as a productive team member that provides career growth and job satisfaction.**

**PERSONAL DATA:**

**Date of Birth : 21 July 1977**

**Place of Birth : Tanza, Cavite Philippines**

**Citizenship : Filipino**

**Civil Status : Single**

**CPR. No. : 770701566**

**Passport No. : EC4764229**

**EMPLOYMENT RECORD**:

**Company : Chandal Event Management and Organizer**

**Position : Event Florist/Assistant Event Organizer and Arranger/Office Girl**

**Period : 12 June 2017-up to present**

* Plan arrangement according to client's requirements, utilizing knowledge of design and properties of materials, or select appropriate standard design pattern.
* Select floral and foliage for arrangements, working with numerous combinations to synthesize and develop new creations.
* Decorate or supervise the decoration of hotels,buildings, halls, parties, weddings and other occasions.
* Assist with event setup
* Supervise server staff to ensure event runs smoothly
* Provide quality service to customers
* Assist with the design and preparation of event materials
* Assist table settings
* Maintain office cleanliness
* Serving Coffee and Tea
* Filling documents
* Answering phone
* Xerox/Scanning documents

**Company : Chamsine Bakery( HIDD Industrial Area )**

**Position : Production Packer/ Sales Staff/Cashier**

**Period : Apr 2015- June 2017**

* Packages and labels all breads, cookies and various bakery items for the bakery lobby and our customer orders
* Maintains all packer department tools, supplies, & tables clean.
* Reports all equipment problems to the supervisor or manager immediately.
* Provide outstanding friendly customer service. Communicate with and assist customers in selection of product
* Retrieve and organize bakery product loads.
* Maintain accurate, neat records of production, shrink, sales and inventory.
* Welcomed and attended to the needs of the customers including taking orders and serving
* Operated the cash register and provided receipts and change to customers
* Monitored the bakery inventory and added items to the display case as needed
* Balanced register at the end of shifts
* Assisted customers by providing information and answering question

**Company : Carlton Hotel Bahrain**

**Position : Waitress**

**Period : 2012-2014**

* Check customers identification in order to ensure that they meet minimum age requirements for consumption of alcoholic beverages.
* Collect payments from customers.
* Write customers food orders on order slips, memorize orders for transmittal to kitchen staff.
* Take orders from customers for food or beverages.
* Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
* Serve food and/or beverages to customers prepare and serve specialty dishes at tables as required.
* Prepare checks that itemize and total meal costs and sales
* Remove dishes and glasses from tables or counters, and take them to kitchen for cleaning.
* Clean tables and/or counters after customers have finished dining.
* Present menus to customers and answer questions about menu items, making recommendations upon request.
* Prepare hot, cold, and mixed drinks for customers, and chill bottles of wine.
* Explain how various menu items are prepared, describing ingredients and cooking methods.
* Prepare tables for meals, including setting up items such as linens, silverware, and glassware.
* Perform food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and brewing coffee.
* Stock service areas with supplies such as coffee, food, tableware, and linens.
* Garnish and decorate dishes in preparation for serving.
* Fill salt, pepper, sugar, cream, condiment, and napkin containers.
* Escort customers to their tables.
* Describe and recommend wines to customers.
* Bring wine selections to tables with appropriate glasses, and pour the wines for customers.

**Company : Claridge Hotel Bahrain**

**Position : Waitress**

**Period : 2011-2012**

* Check customers identification in order to ensure that they meet minimum age requirements for consumption of alcoholic beverages.
* Collect payments from customers.
* Write customers food orders on order slips, memorize orders for transmittal to kitchen staff.
* Take orders from customers for food or beverages.
* Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
* Serve food and/or beverages to customers; prepare and serve specialty dishes at tables as required.
* Prepare checks that itemize and total meal costs and sales
* Remove dishes and glasses from tables or counters, and take them to kitchen for cleaning.
* Clean tables and/or counters after customers have finished dining.
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**Company : Avon Phils.**

**Position : Sales Lady (cosmetics, perfumes, accessories, garments & under wares )**

**Period : 2009-2010**

* Greet customers at the store and provide them with information on their required products
* Lead customers to desired shelves or aisles and assist them in locating products
* Explain product features and benefits by performing demonstrations and answer any questions that customers may have
* Provide information regarding prices and after sales services and ways in which the latter can be obtained
* Suggest additional products in a bid to meet the company’s and self-sales targets
* Assist customers in making decisions regarding suitable purchases based on their specific likes
* Lead customers through the payment process by assisting cashiers with discount information and markdowns
* Oversee wrapping or bagging of purchased items to ensure that they meet the store’s standards and the specific instructions of customers
* Ascertain that customers’ purchases are carried out to their vehicles by instructing baggers to do the needful
* Make cold calls to new customers in a bid to prospect them for business and meet sales goals
* Call existing customers to provide them with information on new products or discount options and markdowns
* Create sales reports, detailing all transactions made in a day for the purpose of informing the management of individual sales progress
* Oversee the cleanliness and replenishment of shelves according to marketing and sales directives

**EDUCATIONAL ATTAINMENT**

**SECONDARY**

**High School**

**Tanza National Comprehensive High School**

**1994**

**PRIMARY**

**Elementary**

**Florentino Joya Elementary School**

**1990**

**SKILLS:**

**\*Organized & Proactive**

**\*Well disciplined & dedicated**

**\*Has the ability to work under pressure and w/ minimal supervision**

**\*Excellent customer service**

**\*Hard working**

**\*Good sales ability**

**\*Patience**

**Languages can speak / write** :

**Filipino Tagalog , English & Basic Arabic**