CURRICULUM VITAE



IRISH SHANE MARIE C. PENAREDONDA

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OBJECTIVE

To be given a chance, to secure a position commensurate to my qualifications that will lead to a lasting working relationship, where I can be a team player in the organization while I can also enhance and maximize my knowledge and experience.

SKILLS

* Excellent written, verbal and electronic communication skills and telephone equipment.
* Computer literate.
* Have knowledge in POS (point of sales)

WORK EXPERIENCE

**Lantana :** Server/Dining Personnel

Kingdom of BahrainJuly 23, 2019 up to present

**Coffee Break International** : Dining Personnel / Barista/Cashiering

Iloilo City, Philippines June 2018 to May 2019

**Options Boutique** : Part time sales (working student)

Iloilo City, Philippines July 2014 to October 2017

DUTIES AND RESPONSIBILITIES:

* Welcoming customers, informing them about specials or new menus, answering questions, and accepting orders and payments.
* Suggestive selling
* Preparing foods, such as sandwiches or baked goods, and grinding and blending coffee beans, brewing coffee and tea, and serving items to customers.
* Packaging food and beverages for sale.
* Selling coffee and tea blends and brewing equipment, highlighting the differences between items and educating customers about brewing methods.
* Cleaning and restocking work and dining areas, emptying trash, and sanitizing equipment and utensils.
* Learning about brewing methods, beverage blends, food preparation, and presentation techniques to improve food quality.
* Updating signage and displays to attract customers.
* Taking inventory and replenishing items in display cases, at tables, or behind the counter. team.
* Adhering to all food safety regulations and quality controls.
* Provide excellent customer service while obtaining maximum sales.
* Maintains a friendly, professional behavior and conduct at all times with customers, supervisors, and co-workers
* Maintains store excellent visual presentation.
* Assist customers with inquiries as it relates to product offerings, pricing and selecting outfits.

TRAININGS & SEMINARS

Innovative Ideas Coffee Break Intl.

Food Safety Health care seminar

Mayon Global Careers Co. Arsenal office, Iloilo City

Grand Xing Imperial Hotel March 2019

August 2017

EDUCATIONAL BACKGROUND

College Bachelor of Science in Hospitality and Restaurant Management

2013 – 2017

Central Philippine University

Computer information Technology

2011 – 2013

Central Philippine University

High School Iloilo National High School

2007 – 2011

Lapaz, Iloilo City

Elementary Sambag Elementary School

2001 – 2007

Brgy. Sambag Jaro, Iloilo City

PERSONAL BACKGROUND

Date of birth : April 17, 1995

Place of birth : Western Visayas Medical Center

Mandurriao, Iloilo City

Civil Status : Married

Nationality : Filipino

Passport No. : P1468256B

(References will be available upon request)