Kit Yi Calesa Hong

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Professional Summary:

Well-organized, quick learner committed to delivering high-quality results. Adaptable and versatile worker providing excellent customer service within dynamic environments. Organized and dedicated Administrative Assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environments.

Work History in UK:

1. Food Production Operative, 30/08/2021 – 31/07/2022 Iceland Manufacturing Limited - Manchester

* Weighting and packing frozen products on at a fast paced busy production lines.
* Adhering to health and safety policies and quality standard.
* Packing final products by all steps.

1. Food & Beverage Assistant, 26/05/2022 – 31/12/2023 Pendulum Hotel – Manchester

* Dealing with customers’ needs and customer based role.
* Daily job involves preparing breakfast buffet in the restaurant, preparing coffee and other drinks, and taking food order in the bar.
* Serving food and assisting with catering duties at dinner gatherings, festival and wedding parties and events.
* Clearing, cleaning and resetting dining tables and serving counters.
* Welcoming services and communication to guests.

1. Hotel Team Member, 10/05/2023 – 29/06/2024 Ibis Budget Manchester Salford Quays – Manchester

* Serving food and drinks in breakfast time.
* Clearing and cleaning all guests’ tables in restaurant.
* Helping maintain cleanliness of the food & beverage service areas.
* Front desk receptionist jobs.
* Receive food and drinks deliveries and stock them in an appropriate place and order.
* Welcoming services and communication to guests.

1. Food & Beverage Assistant, 06/05/2024 – Present Copthorne Manchester Salford Quays – Manchester

* Dealing with customers’ needs and customer based role.
* Daily job involves preparing breakfast buffet in the restaurant, preparing coffee and other drinks, and taking food order in the bar.
* Clearing, cleaning and resetting dining tables and serving counters.

**Languages : English, Chinese Cantonese & Chinese Mandarin**