



Virmaly Mateo

Date of birth: 04/07/84



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Punta Cana (Cabeza Toro)

Work Experience

Dic 17 Today General Maitre

Hotel Catalonia Bávaro Punta Cana (Dominican Republic)

- In charge of 6 restaurants
- Supervising, controlling and implementing all the company Standards
- Ensuring hygiene and maintenance of all service areas are being upheld
- Handling and resolving staff concerns

Mar.13 Dic 16 Assistant Hotel manager/Hotel manager

Grand Circle Cruise Line, Valletta (Malta)

- Responsible for the reception, housekeeping and, gift shop
- Coordinating and supervising general administrative tasks for all departments
- Relieving Hotel Manager during vacation period

Mar.10 Dec.12 Restaurant Manager

Grand Circle Cruise Line, Valletta (Malta)

- Leading, coordinating, supporting, motivating, training, and evaluating restaurant and bar team
- Monitoring beverage and dining service is up to the highest standards
- Ensuring hygiene and maintenance of all service areas are being upheld
- Responsible for ordering, margins, POS transactions, cost, and stock control
- Handling and resolving travelers concerns

Jul.06 May 09 Food and Beverage supervisor

Adrian Tropical, Santo Domingo (Dominican Republic)

- Leading, training and evaluating restaurant and bar teams
- Monitoring dining and bar service are up the standards

Personal Skills

- **Communication skills**
- **Organisational**
- **Job-related**
- **Self motivation**
- **Flexibility**

Languages

- **Spanish**
- **English**

Interests



Academics

2004 - 2009

**Degree in Tourism & Hospitality Management
Caribbean University (St. Domingo)**