



Alcille Mae Salcedo Dunque

Bulua, Cagayan de Oro City, Misamis Oriental, Philippines, 9000

Gender: Female

Civil Status: Single

Date of Birth: December 11, 1993

Nationality: Filipino

Religion: Roman Catholic

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Mother's name: Lucille Salcedo Dunque

Father's name: Albert Simbajon Dunque

CAREER OBJECTIVES

To obtain a work in an organization where my skills and abilities, potentials would be developed and be competent.

EDUCATIONAL BACKGROUND

Elementary : 2005-2006- City Central School (Graduated)

Secondary : 2009-2010- Southern Philippines College (Graduated)

Bachelor of Science in Criminology- 3rd year level

College : 2010-2013- Capitol University (Undergraduate)

VOCATIONAL

TECHNICAL EDUCATION and SKILLS DEVELOPMENT AUTHORITY

- National Certificate II - Cookery conducted from July 22 – December 12, 2015
- National Certificate II - Electrical Installation and Maintenance conducted from January 22 – June 4, 2016

WORK EXPERIENCED

Nantai Street- Cagayan de Oro City

May 2021- July 2023

Head Chef

- Controlling and directing the food preparation process
- Approving and polishing dishes before they reach the customer
- Managing and working closely with other Chefs of all levels
- Creating menu items, recipes and developing dishes ensuring variety and quality
- Determining food inventory needs, stocking, and ordering
- Ultimately responsible for ensuring the kitchen meets all regulations including sanitary and food safety guidelines
- Being responsible for health and safety
- Being responsible for food hygiene practices
- Excellent knowledge of all sections
- Ability to produce excellent high-quality food
- High level of attention to detail
- Adaptability to change and willingness to embrace new ideas and processes
- Ability to work unsupervised and deliver quality work

Royal Panda- Cagayan de Oro City

January 2021- May 2021

Dimsum Chef

- Responsible in making Chinese dumplings, hot bun, rice cakes, gelatin and sushi.
- Managing Buffet and Catering Services

Al Najada Hotel by Tivoli - Doha, Qatar

01 November 2018 – 01 November 2020

Hot and Cold Kitchen Staff – Commis II

- Responsible for the daily food preparation and duties assigned to meet the set standard and qualities whereby my role will include key responsibilities
- Support the Demi Chef de Partie in the daily operation and work.
- Wash and peel fresh fruits and vegetables.
- Weigh, measure, and mix ingredients.
- Prepare and cook food according to recipes, quality standards, presentation standards, and food preparation checklist.
- Preparing basic salads and sauces as directed by Demi Chef de Partie.

- Receiving deliveries and verifying that all ordered items have been delivered and are of good quality.
- Able to operate kitchen equipment like a braising pan, baking ovens, stoves, grills, microwaves and fryers.
- Taking inventory of kitchen supplies and notify the Sous Chef of low or depleted supplies.
- Discarding all expired and spoiled food items stored in the stock rooms, chillers and freezers.
- Responsible for maintaining cleanliness, sanitation at the assigned area.
- Knowledgeable in HACCP (Hazard Analysis Critical Control Points).
- Great personal hygiene and grooming standards.
- Replenishes service lines as needed and restocks and prepares the workstation for the next shift.
- Responsible for Live Cooking Breakfast Dinner Buffet, In Room Dining and Banquet.

Antique Rose Restaurant - Doha, Qatar

03 June 2017 – September 2018

Hot and Cold Kitchen Staff

- Sets up and stocks food items and other necessary supplies.
- Prepares food items by cutting, chopping, mixing, and preparing sauces.
- Cooks food items by grilling, frying, sautéing, and other cooking methods to specified recipes and standards.
- Baking donuts, pies, tarts, cookies, cupcakes–brownies, crepes, cakes, waffles and breads
- Ice Cream Artist – flower ice cream
- Barista – basic coffees

J.CO Donuts and Coffee

19 February 2014 – 19 February 2017

- Baker –produce donuts filling of donuts topping of donuts mixing fillings familiar with hot and cold drinks and latte art production area is being handled

Dunkin Donuts – Golden Era Foods Inc.

July 2013 – February 2014

- Baker – topping regular and munchkin donuts making buns and sandwiches checking of released donuts baking muffins and cupcakes designing premium donuts.

AWARDS

- EMPLOYEE OF THE MONTH given September 2018
- EMPLOYEE OF THE MONTH given March 23rd 2015
- BEST IN TABLING given February 23rd 2015
- BEST IN TOPPING given October 24th 2014
- BEST IN FILLING given June 30th 2016
- EMPLOYEE OF THE MONTH given September 2019

PERSONAL SKILLS

- Efficient in Microsoft Word, Excel, and PowerPoint
- Oral and Written Communication Skills in English and Filipino Language
- Skilled in Cooking
- Experienced Driver

TRAININGS/ SEMINARS ATTENDED

- September 2021 Food Handler's Seminar
- 27 January 2015 Lecture on Fire Safety and Diversey Chemical Proper Handling
- November 2012 Women's Army Auxiliary Corps