**Karizza Gaspay Raya**

Address: Blk 29 Lot 28 Phase 1 Golden City, Imus, Cavite 4103

Mobile Number: 0975-8370799

E-mail: karizzagaspay@gmail.com

**OBJECTIVE**

The applicant aspires to impart her capabilities and skills to the company and also to acquire new knowledge and experience that would benefit both the company and the employee mutually. In this sense, the employee can utilize her qualification and work-related experiences that would be of great use to her and to the organization.

**WORK EXPERIENCE**

**Purple Ginger and Zesty Lemon Inc. (Akrotiri Real Greek Restobar)**

**(Dec 2017 – Present)**

Unit 103, Commerce Center Building, Commerce Ave, East Asia drive,

Alabang Muntinlupa City.

**Position: FOH Manager**

Responsibilities:

* Oversee food and service quality and ensure effective cooperation and communication between front and back of house operation.
* Ensure maintenance of proper cleanliness in all areas of bar and front of house
* Orient, train, guide and motivate new and current employees.
* Handles complaints and feedback.
* Attend to guests and drive high-level customer satisfaction.
* Prepare reports as required by the Management
* All-Rounder: Hostess, server, busser, runner and bartender.

**Emirates Fast Food Co. LLC. (April 2015 – November 2016)**

Golden Tower, Buheirah Corniche Road, Sharjah, UAE

**Position: Store Activities Representative**

* Handle party inquiries.
* Conduct birthday parties and parties for special occasions.
* Assist the restaurant team during large orders.
* Actively engage customers specially children in creating crafts and promote family fun times in the restaurant.
* Ensure the cleanliness and orderliness of party area and dining area.
* Ensures and monitors proper execution and impact of all launched products, promotions and activities.
* Prepare reports as required by the Management.
* Secondary responsibilities: Front and Drive Thru Cashier, Food Runner.

**Golden Arches Development Corporation (McDonald’s Philippines)**

**(August 2013 – March 2015)**

Paseo De Roxas Avenue, Makati City, Metro Manila.

**Position: Service Crew**

* Front and Drive Thru Cashier, taking orders and collecting payments.
* Food Runner: Ensuring all customer orders are correct and complete
* Keeping work area clean and organized.
* Suggesting products and promoting special deals to customers.

**ACADEMIC BACKGROUND**

**Associate in Hotel and Restaurant Management**

**National College of Science and Technology**

Amafel Building, Aguinaldo Highway, Dasmariñas, Cavite

Academic Year: 2011 – 2013

**SEMINARS ATTENDED**

**Basic Occupational Safety and Health Training for Safety Officer 1**

Department of Labor and Employment Occupational Safety and Health Center

Online Training

August 17-18, 2021

**PERSONAL SKILLS**

* Communication
* Leadership
* Administration
* Customer service
* Well-Organized
* Team Player

**REFERENCES:**

Asheela Marie Sabes

Restaurant Manager - Wild Flour Restaurant

09190060846

Charina Ereyca Trinidad

Head Chef - Eureka Resorts Inc.

09171445286