

**MARINELL JANE A. LEYDIA**

**Address:** # 128 Everlasting St. PFCI San Andres Cainta, Rizal **Mobile #:** 09480717447/09264169760 **Email:** [allanis\_xerbs\_0701@yahoo.com](mailto:allanis_xerbs_0701@yahoo.com)

**CAREER OBJECTIVE**

To grow with a company, in a position where my ability, education, career and potential can be utilized towards the achievement of the bottom line.

**EDUCATIONAL ATTAINMENT**

**COLLEGE B.S. In Hotel and Restaurant Management**  **Jose Rizal University** Mandaluyong City **(March 2016)**

**B.S. In Hotel and Restaurant Management ABE** International Business College Junction, Cainta Rizal **(2009-‘10)**

**B.S. In Nursing Arellano University**  Caniogan, Pasig City **(2007-‘09)**

**SECONDARY Rizal Experimental Station and Pilot School of Cottege Industries (RESPSCI)** Maybunga, Pasig City **(2007)**

**ELEMENTARY De Castro Elementary School** De Castro, Pasig City **(2003)**

**SKILLS**

* **Technical Skills** Microsoft Word, Microsoft Exel, Microsoft Powerpoint, Email, Internet, Windows
* **Personal Skills** Cooking, Bartending, Communication, Reading, Multi-tasking, Driving safely

**WORK EXPERIENCE**

**United Laboratories, Inc. Production Staff** Greenfield, Ortigas Ave.Quality Control/ Sorter **( March 2011 - August 2011 )**

**GRAB Ph Customer Service Representative** Pasong Tamo, Magallanes Techniacal Support/Documentation **( October 2015 - March 2016 )**

**Maria & Nida’s Catering Services Line Cook / Buffet Attendant** Pampanga **( June 2016 – August 2017 )**

**Sterling Global Call Center, Inc. Customer Service Representative** Ortigas Center, Pasig City Fulfillment/Telesales/Telemarketing **( April 2017 – November 2018 )**

**Kyochon 1991 Restaurant, Ph Line Cook ( All Around )**  Megamall, Mandaluyong City Part of Opening Team **( Pioneer )** Ala Carte/ Fryer/ Dispatcher/ Dishwasher **( May 2019 – October 2019 )**

**CERTIFICATE FROM TESDA**

**BARTENDING NCII (August 2014)**

**BREAD & PASTRY PRODUCTION NCII (January 2020 – February 2020)**

**SEMINARS AND TRAINING ATTENDED**

**Health & Wellness And Family Planning HEALTH & WELLNESS / FAMILY PLANNING SEMINAR** City Hall, Pasig City **(October 2007)**

**United Laboratory, Inc. PRODUCTION EXPOSURE SEMINAR** Pasig City **(March 2011)**

**Golden Reef Food Service, Inc. – Somethin’ / Fishy Restaurant FOOD & BEVERAGE SEMINAR** Eastwood, Quezon City **(January 2010)**

**Holiday Inn. Clark Philippines HOTEL EXPOSURE SEMINAR** Clark, Pampanga **(July 5-6, 2012)**

**Macro, Asia Airlines KITCHEN FACILTIES EXPOSURE PROGRAM** Pasay City **(August 2013)**

**Manila Grand Opera Hotel & Casino, Cor. INSTITUTIONAL HOUSEKEEPING** Malate, Manila **(November 2013)**

**G Hotel PROFESSIONAL DEVELOPMENT and PROPERTY MANAGEMENT** Roxas Blvd. Malate, Manila **(December 2013)**

**Plaza Del Norte Hotel and Convention Centre HOTEL EXPOSURE SEMINAR** Laoag, Ilocos Norte **(February 2014)**

**T.G.I.Fridays BAR EXPOSURE PROGRAM** Glorietta Ayala, Makati **(June 2014)**

**Beans Talk Cafe BARISTA SEMINAR** Glorietta Ayala, Makati **(June 2014)**

**Red Crab / The Flying Pig Restaurant, Eastwood**, **Libis** **FOOD & BEVERAGE SEMINAR**  Eastwood Libis, Quezon City **(June 2014)**

**Shaw Residenza, Condotel CONDOTEL EXPOSURE ORIENTATION** EDSA Shaw Blvd, Mandaluyong City **(November 2014)**

**ON-THE-JOB TRAINING**

**Salve Regina General Hospital : Assistant Nurse** Marcos Highway, Marikina City •Give special care to our patient **(October 2007 – November 2007)** •Assist the patient and give a first aid

**Somethin’ Fishy Restaurant : Dining Staff** Eastwood Libis, Quezon City•Assist the guest **(January 2010 – February 2010)** •Prepare the buffet table and design •Prepare the guest table •Prepare the utensil in the bar station

**Bon Tong Kee Restaurant : Receptionist** Rockwell, Makati City •Welcome visitors by greeting them **(June 2014 – May 2014)** •Assist the guest and give the menu •Answer the phone caller •Schedule the guest reservation

**Red Crab / The Flying Pig Restaurant : Kitchen Staff** Eastwood Libis, Quezon City•Plating the food order **(May 2014 - June 2014)** •Chop the vegetables and fruit •Prepare and check the orders •2nd cook •Dishwasher

**Shaw Residenza**, **Condotel : Marketing Staff** EDSA Shaw Blvd., Mandaluyong City •Documentation **(November 2014 – February 2015)** •Depositor •Prepare the cheque

**Housekeeping Staff** •To care and management of property •The routine task that must be done •To clean the rooms and toilet •To change the linens of beds

**PERSONAL INFORMATION**

**Date of Birth:** June 1, 1991 **Place of Birth:** Pasig City MM **Civil Status:** Single **Height:** 5’3 **Weight:** 135lbs

**REFERENCES**

To be submitted upon request.

I hereby certify that all the information stated above is true and correct to the best of my knowledge and belief.

**MARINELL JANE A. LEYDIA** ApplicantSignature