

MARIFI S. SOLIS

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OBJECTIVES

- Seeking a challenging position requiring demonstrated skills in leadership, planning and communication, thus utilizing interpersonal skills with my experience, education qualification and technical knowledge.
- To positively contribute to the growth of the company by using and sharing my knowledge, skills and experiences in Marketing, Customer Relationship and Management in the industry of Food & Beverages

SKILLS/KNOWLEDGE

- Knowledge in computer applications such as Microsoft Word and Microsoft Excel.
- With basic knowledge in accounting management in the areas of accounts receivable, accounts payable, bookkeeping, filing and records keeping.
- Oral and written communication skill.
- A spontaneous, detailed person and competent leader with a good background in PR.
- Hardworking, fast learner and can work under pressure.
- Operates cash registry and can manage a business operation especially in food and beverages industry,

WORK EXPERIENCES

Food Service Supervisor

May 10, 2012 to April 30, 2014

PK's Pizza Brewbaker Pub, Fort McMurray, AB)

Duties and Responsibilities:

- Oversee the whole business operation for dine-in and take out.
- Manages and trained new employees.
- Inventory management for the operation's supplies.
- Customer relationship management and involve in giving solutions in customer conflict management.

Restaurant Server

June 05, 2011 to May 09, 2012

PK's Pizza Brewbaker Pub, Fort McMurray, AB

Duties and Responsibilities

- Take customer's order dine-in, take-out and delivery.
- Clean and slice foodstuff using manual and electrical appliances.
- Assemble, portion and wrap food or place it directly on plates for service to customers and package take-out and delivery food.
- Use equipment to prepare hot beverages such as tea and coffee.
- Prepare and serve food at customers' table.
- Stock refrigerator and salad bar and keep records of the quantities of food used.
- Greet customers, present menus and recommendations regarding food.

- Serve food and beverages.
- Take orders and relay to kitchen staff.
- Present bill to customers and accept payment.

Food Counter Attendant/Store Leader

August 31, 2009-May 31, 2011

Subway, Edmonton AB

Duties and Responsibilities:

- Handling cash flow.
- Customer relationship management.
- Cleaning the vicinity of the store.
- Involves to food preparation process.
- Baking of bread, cookies, straddles, muffins.
- Conducting inventory weekly and monthly basis.
- Involved in procurement process: making orders from the suppliers.
- Accepting supply deliveries.
- Doing paperwork and supervising my subordinates.

Machine Operator

May 2006-August 2009

Polyshow Industrial Company LTD., Taiwan

Store Clerk/Cashier/Bookkeeping

April 2005-April 2006

A S. dela Cruz Hardware, Philippines

Audit Staff

July 1998-April 2000

Tolomeo D. Ligutan CPA'S & Co., Philippines

Counter Cashier & Service Crew

June 1994-November 1996

Jollibee Foods Corporation, Philippines

Reference available upon request.