

Harvey F. Atentar

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CAREER OBJECTIVE

Hard-working and easy-going professional with customer service experience and in the agricultural industry. Attentive and productive team-player motivated to join a crew of competent and efficient staff.

SKILLS

Verbal Communications
Machine Operation
Fast Learner
Food Preparation
Customer Service
Collaboration
Memorization
Food Safety and Hygiene
Cleaning

WORK EXPERIENCE

Lobster Processor

May 2024-Present

Barry Group Inc.

Machine operation and floor management

Administrative Assistant II

September 2022 - December 2023

Department of Public Works and Highways, Manila, Philippines.

- Review government contractors property compliance in projects being procured.

Administrative Aide VI

February 2021 - September 2022

Department of Public Works and Highways, Manila, Philippines.

- Associate files of each employee's property accountability

Administrative Aide III

April 2019 - February 2021

EARIST, Manila, Philippines.

- Provide detailed accounting report of institution's property.

Customer Service Representative

July 2018 - August 2018

Accenture, Manila, Philippines.

- Provide end-to-end client's request and answer client's queries.

Assistant Cook/Server

March 2009 - July 2014

Small Restaurant - Family Business

Manila, Philippines

- Assist in the kitchen in the preparation of goods and assure compliance with hygiene and sanitization prescriptions.
- Coordinated and communicated with kitchen staff to ensure prompt and accurate meal delivery.
- Provided attentive and professional customer service and fostered warm relationships with customers
- Communicated with customers and restaurant staff to guarantee that any concerns were promptly addressed and guests left happy

EDUCATION

Polytechnic University of the Philippines (PUP),

November 2019-November 2022

Manila, Philippines

Masters Degree in Public Administration.

Polytechnic University of the Philippines (PUP)

June 2014- May 2018

Manila, Philippines

Bachelor in Political Science

-Major in International Relations.

Reference:

Joan Tiwing

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