

## **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.