

# **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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