



JEFFREN C. ORTEGA

SKILLS

- Hands-on experience with brewing equipment.
- Knowledge of sanitation regulations
- Flexibility to work various shifts
- Basic math skills
- Ability to gauge customers' preferences
- Excellent communication skills

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EDUCATION

University of La Salette College
Bachelor of Science in Hotel and
Restaurant Management
(2010-2013)

Southern Isabela College of Arts and
Trades - TESDA
Training on Food and Beverages
(2014 2-month course)

University of La Salette High School
Higschool Graduate
(2006-2010)

WORK EXPERIENCE

PANADERIA BAKERY AND RESTAURANT

2015 - 2018

- Present customers upon arrival with the menu, assist in their item selection, take orders and serve food in a timely manner. Arrange table set-ups before and after each customer.
- Collect bill payments from customers and hand them over to the cashier.
- Make sure I am providing a friendly, professional and timely service at all times and report immediately any discrepancies/customer complaints to the Manager on duty.
- efficiently with the kitchen staff and barista to guarantee customer satisfaction and liaise with other departments to ensure smooth running of operations.

GERARD'S CAFE

2018

- Assist in preparing and serving coffee, espresso as well as any other drinks and sandwiches to the customers
- Maintain cleanness in the work area.

SUBWAY

2019- 2020

- Sets up food service, kitchen, or salad area facilities, equipment and utensils, under detailed instruction, in accordance with specific area needs;
- Follows prescribed procedures in setting up hot and cold food lines; chooses proper utensils and sets steam line to appropriate temperature for menu items.
- Prepares or assists in the preparation of hot and cold meat and vegetable dishes, beverages, salads and sandwiches.
- Ensures that machines are cleaned and maintained, as necessary.
- Attends to day-to-day issues and needs concerning equipment and food supplies.

ADDITIONAL SKILLS

Able to understand and speak basic
Arabic language

CONTACT

Al Yarmook, Sharjah UAE

054-4723-126

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WORK EXPERIENCE

SAFARTAS
2021

- Assist in preparing and serving coffee like latte, mocha and capuccino as well as any other drinks and shawarma to the customers
- Maintain cleanness in the work area

DUNKIN DONUT
APRIL 2022 TO PRESENT

- Maintain personal appearance and hygiene at all times, report for duty punctually wearing given uniform.
- Assist in preparation of donuts
- Ensure cleanliness of the working area
- Organize and control working area and keeping track of ingredient consumption

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

JEFFREN C. ORTEGA.
Applicant's Signature