

RUBILYN P. GAVINA

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📍 Comon, Aritao, Nueva Vizcaya



Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

2019 - 2021

Cake and Coffee

Waitress

Working as part of a team that includes managers, hosts and bar tenders. Responsible for welcoming guest to the restaurant and promoting the food and beverage menu list.

Duties:

- Delivering outstanding food and beverage service to customers.
- Greeting all guests, using the guest' name as soften as possible.
- Taking orders from guests and offering advice from menu.
- Giving guests an accurate bill then taking payment from them cash or credit card.
- Keeping the place of work and surrounding area clean and organized at all times.
- Escorting customer at their tables.
- Removing dishes and glasses from tables, and taking them to kitchen for cleaning.
- Preparing accurate checks that itemize and total meal cost and sales taxes.

Education

2016-2018

King's Collage of the Philippines Inc.

Bachelor Science in Accountancy

Under Graduated

2015

Aritao National High school, Aritao Nueva Vizcaya, Philippines

High school diploma

Skills

Desire to succeed Winning work ethic Competitive mindset Communicating Attention to detail