JHONNA MAE M. RASCO

Doyong, San Carlos City, Pangasinan.
+639457410864
jhonnamaerasco@gmail.com



OBJECTIVES

A proficient, young professional looking to join a company to pursue career growth and elaborate the knowledge and skills I have gained from previous experience.

WORK EXPERIENCE

- **Owner/ Café Attendant**
  Positeabo Café
  San Carlos City, Pangasinan
  January 2022-present

— Taking orders and cross selling products
— Answering guests' inquiries
— Preparing drinks (milktea, coffee)
— Prepare and cook food meals
— Serving foods to customers
— Clearing, cleaning, and sanitizing tables for the next service
— Process and wrap take-out orders
— Wash, clean, cut and prepares ingredients
— Stocking refrigerator with new stocks and proportioning it for easy cooking
— Maintains food safety, sanitation, and quality of food products
— Formulation of new menu/food product
— Receiving new stocks and replenish shelves
— Clean, organize and sanitizes dishes, flatware, kitchen utensils and materials
— Issuing receipts, refunds and loyalty cards
— Collecting payments (cash/mobile wallet)
— Cash handling
— Inventory
— Plan budgets, authorize expenditures, and monitor revenues
— Take out café's garbage

- **Room Attendant; Butler**
  Hiraya Wellness Resort and Ecopark
  Aguilar, Pangasinan
  December 2020-December 2021

Housekeeping
— Cleaning and Organizing Rooms
— Sanitizing and Disinfecting Rooms
— Make beds, change sheets and distribute clean towels and toiletries
— Completing Room Amenities
— Doing Inventories
— Cleaning Public Areas
— Attend to guests' requests for extra supplies
— Stock linen closets and other supplies' areas
— Report lost and found items
— Pick up debris and empty trash containers

Butler
— Greet the guests
— Assist the guests upon their check-in up to their check-out
— Assist the guests with their luggage, in-house activities and foods (taking orders, room service, dish out)
— Provide basic information on facilities

- **On-Call Wait Staff/ Assistant Cook**
  MJ's Events and Catering Services
  San Carlos City, Pangasinan
  August 2016- July 2019

Banquet Wait Staff
— Serve foods to the guest
— Assist guests with their table arrangement
— Carrying oval trays
— Table skirting
— Prepare table set up
— Tear down

Assistant Cook
— Chopped ingredients
— Assist the cook with their needs while preparing the foods
— Prepare and arrange foods
— Clean the kitchen after cooking
— Clean and sanitize kitchen utensils after use

EDUCATION

Bachelor of Science in Hospitality Management

Pangasinan State University-San Carlos Campus Roxas Blvd

San Carlos City, Pangasinan

2019-2020

14th Batch SEA-TVET Exchange Student 2019

INTERNSHIP AND TRAININGS

— **Food and Beverage Department**
Xenia Hotel *Angeles, Pampanga* March 2020

— **Housekeeping Department**
Xenia Hotel *Angeles, Pampanga* February 2020

— **Housekeeping Department**
Wimarion Hotel *Semarang, Indonesia* September 2019

— **Basic Training Completer**
Far East Maritime Foundation Inc. *San Fabian, Pang.*
December 2018

CERTIFICATES

- Housekeeping NC III
- Event Management Services NC III
- Cookery NC II
- Housekeeping NC II
- Seminar on Event Management
- Seminar on F&B Cost Control

SKILLS AND ABILITIES

- Customer Service
- Time Management
- English Language Proficiency
- Keen to details
- Office Administration
- Computer Skills
- Cooking
- Recipe Formulation
- Staff Management
- Flexible

PERSONAL DATA

Age	:	23 years old
Date of Birth	:	June 08, 1999
Gender	:	Female
Civil Status	:	Single
Height	:	5'2
Weight	:	55 kg
Nationality	:	Filipino