

WARLITO RIVAS

CONTACT

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NSW 2216

Phone : 0490885175

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SKILLS

TRAINING/ QUALIFICATIONS

- RSA Qualification
- Ageing Certificate IV
- National Certificate II Baking and Pastry
- National Certificate II Bartending
- National Certificate II Cookery
- National Certificate II Food and Beverage
- National Certificate II Front Office & Housekeeping

SKILLS AND PERSONAL STRENGTH

- Computer Literacy: Proficient in MS Word, MS Power Point and MS Excel
- Hardworking and reliable employee
- Good written and oral communication skills in English and Filipino
- Team leader and fast learner
- Adaptable to different work environments
- Ability to handle and supervise stock inventories
- Table preparation and process monitoring
- Place settings and cool under pressure
- Dining Room Monitoring
- Greeting and Seating Guests
- Hospitality Management
- Ordering Procedures
- Service Quality
- Process Payments

PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

WORK HISTORY

Event Organizer/ Talent Coordinator/ Event Manager Zegen Management Group Davao Philippines

- Managed administrative logistics of events planning, event booking, and event promotions

Care Support Officer, 12/2022 to 03/2023 Opal HealthCare, Manly Hillside Care Community

- Developed and maintained courteous and effective working relationships
- Strengthened communication skills through regular interactions with others

Waitperson, 06/2022 to 09/2022 Infinity Fine Dining at Sydney Eye Tower

- Presented menus to patrons promptly after seating and answered questions about menu items, making recommendations upon request
- Worked with POS system to place orders, manage bills, and handle complimentary items
- Served food and beverages promptly with focused attention to customer needs

Talent/ Guest Coordinator, •Floor director, 01/2017 to 12/2021 Events and Festivals

- Greeted visitors and customers upon arrival, offered assistance, and answered questions to build rapport and retention
- Provided guests with information on local attractions, restaurant and transportation services to enhance stay
- Welcomed guests on arrival, displaying professional and friendly approach

Food Attendant/ Event Staff, 05/2021 to 09/2021 Dusit Thani Hotel Davao

- Cleaned and maintained dining area and condiment stations
- Delivered food to guest tables with timeliness and efficiency
- Greeted customers at counter to fulfill requests and answer questions

Business Development Officer, 06/2019 to 11/2019 Aeon Luxe Properties Davao

- Collaborated with sales and marketing departments to support client

acquisition

- Performed effectively in self-directed work environment, managing day-to-day operations and decisions
- Negotiated prices, terms of sales and service agreements

Food Attendant/ Administration Staff, 12/2018 to 02/2019
Waterfront Insular Hotel Davao

- Handled cash transactions and point-of-sale operations to assist dining room staff during busy service periods
- Greeted customers at counter to fulfill requests and answer questions
- Restocked supplies and prepared additional ingredients during downtime for expected busy periods

Sales Assistant and Cashier, 02/2015 to 11/2016
Seven Eleven Philippines Corporation Davao

- Greeted customers and offered assistance with selecting merchandise, finding accessories and completing purchases
- Contributed to event marketing, sales and brand promotion
- Prepared PowerPoint presentations and Word documents for sales presentations

EDUCATION

Diploma : Community Service, Expected in 2025

Lead College - Ultimo, NSW, Australia

Australian Community Workers Association - **ACWA** accredited.

Hospitality Management And Cookery : Hospitality Management,
08/2022

Kingsford International Institute - Surry Hills, NSW

Bachelor of Science : Hotel and Restaurant Management, 2019
University of Mindanao - Davao City, Philippines, Philippines

2011

Datu Lipus Makapandong NHS Secondary - Agusan Del Sur, Philippines,
Philippines