

# **JAIME RIVAS ESTEVES**

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## **CAREER SUMMARY:**

A passionate, team player, hardworking, fast learner and multi-tasking. Ability to work in an international and multicultural environment. With more than 15 years work experiences in food service overseas. Adaptive to new working environments.

## **SKILLS AND QUALIFICATIONS:**

- Strong attention to details
- Fast learner and work independently. Possesses a combination of strong work ethics.
- Cleaning and Sanitation knowledge
- Experienced in fast face environment
- Can work in multi-cultural environment
- Team player and strong communication skills
- Excellent physical stamina

## **WORK HISTORY:**

- **Company Name:** Sulvecanas Apps Food and Beverage Stall  
**Address:** Carmel Mall Food Court, Canlubang Calamba City Laguna Philippines  
**Job Position:** Food Service and Cook  
**Duration:** May 15. 2022 up to present  
**Duties & Responsibilities:**
  - Take customers' orders
  - Serve customers at counters or at the tables
  - Receive payment either cash or electronic payments.
  - Receive, clean, marinate and stored produced and marinated meats to maximize freshness and to absorbed marinated ingredients.
  - Prepare all stocks items, sauces and condiments, Mes en place for the whole shift.
  - Portion, assemble, and wrap food or place it directly on plates for service to patrons, and package take-out food

- Use deep fryer, grill, oven, dispensers and other equipment to prepare fast food items such as sandwiches, hamburgers, fries, and other beverages
  - Prepares, washes, marinates and cuts meat to be cooked.
  - Cooks different kinds of Asian Cuisine such as, Yakiniiku with Rice, Nasi Goreng, Famous Filipino dishes, Sizzling foods plate and very tasty Filipino noodles.
  - Cooks' grills burgers, Chicken, Pork and prepare different kinds of sauces like, Hickory BBQ, Creamy Black pepper sauce, gravy's and Teriyaki Sauce.
  - Prepare and cooks different kinds of sandwiches such as, Club sandwich, Egg Sandwich, Cheese sandwich and omelets.
  - Mix and marinates raw meats and placed it in sealed packed with overnight marination.
  - Clean food preparation areas, cooking surfaces, cooking equipments.
- **Company Name:** Sunset Beach Resort SPA & Marina – Al Khobar Saudi Arabia  
**Address:** Sunset Beach Boulevard, Al Aziziyah road, Al Khobar City  
**Job Position:** Supervisor – Banquet/Restaurant  
**Duration:** May 17. 2017 up to August 05, 2021  
**Duties & Responsibilities:**
    - Supervising Banquet Staff during functions, events to ensure excellent service is provided and performed.
    - Oversee daily activities to banqueting and restaurant operations to ensure that efficiently runs smoothly.
    - Handles together with the Waiters and with the support of Restaurant Manager to set up VIP tables, Princes/Princesses for their VIP events and functions as per required service either Buffet set up or Ala Carte set up.
    - Pandemic Weekly CROSS TRAINING in the Kitchen operations such as cooking, marination techniques, cutting vegetables, cleaning and sanitation and food storage protocol.
    - Conduct daily briefing prior to the operations where all important details, promotions, discounts from the check in guests are discussed.
    - Take the order from the guests and punch or enter in the POS and give it directly to the kitchen.
    - Supervises and implement opening and closing checklists to ensure that all Mes En Place. Tables, POS, Menu's availability are all in place prior to operations.
    - Handles customer complaints and resolved in accordance with the policies and procedures.
    - Cash balancing and Cash out after end of the shift and prepare report.
  - **Company Name:** Red Sea Housing Services Company. – Rabigh Saudi Arabia  
**Address:** Red Sea Camp, Rabigh Saudi Arabia  
**Job Position:** Catering Supervisor  
**Duration:** October 13, 2013 up to February 05, 2017  
**Duties & Responsibilities:**
    - To assist the Project Manager in maintaining a smooth operation of the Kitchen.
    - Responsible to maintain the food budget on the target given by the Project Manager.
    - Conduct daily Tool Box Talk to all staff regarding food safety, personal hygiene

And other related food safety issues.

- To discuss with the Project Manager and with the cook's proposing outlet improvements, bringing down the food cost and improving the service quality.
- Set up and provide table planning for waiters to their designated areas to work prior to operations.
- Conduct daily checklist for the whole operations of the restaurant such as cleanliness of dining, kitchen, service line and washing area as per standard limits of HACCP or in compliance of Red Sea SOP's.
- Provide training for the staff regarding food service and basic food safety.
- Review the Temperature readings of walk-in chillers/freezers. Kitchen area in a daily basis to maintain the standard parameters and maintained the maximum limits – Critical Control Points (CCP)

### **EDUCATION:**

- 1990 – 1992 2 years Secretarial Course with 88 units earned.  
ILOCOS CENTRAL ACADEMY – NARVACAN ILOCOS SUR

### **TRAININGS AND SEMINARS ATTENDED**

- Hospitality Skills Program for F&B Frontline Staff - Organized by Sunset Beach Resort Marina Spa in partnership with Formatech held on March 24 to 26, 2019.
- Customer Awareness, Recognition & Engagement (CARE) Held on October 6 – 7 2019 at Sunset Beach Resort Marina SPA Saudi Arabia
- HACCP Level 3 certified – Johnson Diversey United Kingdom  
(Level 3 Award in Supervising HACCP – 18 teaching hours for 3 days Held on October 15 to 17, 2011 at Nesma Training Center – Saudi Arabia)

### **International English Language Testing System-IELTS**

- Listening – 5.0 Reading – 4.5 Writing - 5.5 Speaking – 5 OVERALL BAND SCORE – 5.0
- CEFR LEVEL B1
- Test Taken on 09 December 2023 Validity for 2 years