



Marina A. Palce

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PROFESSIONAL SUMMARY :

Dependable and friendly staff with 2 years of experience in chocolates and confectionary,sales,floral designer. Can work 24hrs overtime mostly in peak seasons. And made sure all the orders were delivered in a timely manner. Ability to handle and complete all assigned tasks, efficiently and on time.

EXPERIENCE :

November 2018- November 2020

MAB, DUBAI - CHOCOLATE & FLORAL ARRANGER,ASST.CHOCOLATIER CHEF

- Mix ingredients by following, modifying,or formulating recipes to produce products of specified flavor,texture and color.
- Used and cleaned various decorative tools like brush,pronged instrument,and spatula.
- Blended and added all permitted colors to edible decorating material as per requirements.
- Help to put chocolates in molding materials.
- Greeted and interacted with all customers in a courteous and prompt manners.
- Took customer orders and performed chocolate-based decorations efficiently.
- Promoted, recommended,and sold relevant chocolate gifts,and souvenirs to clients.

October 2016- October 2017

FLOWER SHOP-PHIL.- FLORAL ARRANGER

- Maintains open lines of communications with team members and floral owners to ensure smooth department operations.
- Remains up-to-date on current industry trends to offer customers the most innovative and cutting edge arrangements in line with our florist direction.
- Continuously maintains knowledge of flower origin,plant care and handling.
- Pays special attention to detail and making arrangements.
- Flexibility to respond to a range of different work situations.
- Provide ideas for creative decorations or flowers for special occasions.

- Perform other duties assigned by superior.
- Ensure that the florist workstation is organized and clean at all times.
- Make order the flowers from suppliers as per daily set up based on the occupancy or special occasions and store it properly.

EDUCATION :

SECONDARY-EASTERN SAMAR NATIONAL COMPREHENSIVE HS

2002-2003

TERTIARY -EASTERN SAMAR STATE UNIVERSITY

2003-2004

COURSE

ASSOC.in COMPUTER SCIENCE (undergrad)

SKILLS :

- Demonstrate passion for attention to detail and high standards.
- Knowledge of Food Hygiene Regulations
- Ability to work on your own or in teams
- Good communication and organisation skills
- 40 hrs,5 days per week
- Committed to delivering high levels of customer service.
- Computer literate

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

Marina A. Palce