



# JUAN JORDAN D. GALAMGAM

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 790 Gabriela Street, Tondo, Manila Philippines 1012

## EDUCATION

### Bachelor of Science, Major in Hotel and Restaurant Management

Emilio Aguinaldo College  
2005 - 2009

### Espiritu Santo Parochial School

2000 - 2005

### Espiritu Santo Parochial School

1994 - 2000

## SKILLS

- Management Skills
- Efficient Problem Solver
- Team Player
- Critical Thinking
- Communication Skills
- Creative Thinker
- Multitasking

## OBJECTIVE

To apply the skills that I have learned as a committed and competent professional from my various past work experiences as well as learn new skills where I can be of service to clients

## WORK EXPERIENCE

### The Den Coffee and Contemporary Culture 2019 - 2019

Kitchen Staff

- In charge of all kitchen duties and meal preparation
- Ensure all ingredients are prepared for the day's service
- Ensure cleanliness of workstation
- Train staff and interns about kitchen tasks

### Global CE Provider of America, Inc. 2017 - 2019

IT Administrator / Basic Life Support Instructor

- Provided health professional clients with AHA-certified Basic Life Support and Advanced Cardiac Life Support training
- Provided lectures and examinations (both written and practical) for clients
- Tracked monthly office revenue and expenditures
- Noted and took care of office supplies for daily use
- Tracked all employees' schedules weekly

### Various clients 2010 - 2023

Freelance Graphic Designer and Illustrator

- Made posters, invitations, illustrations and artworks for client merchandise (including Geckcode Labs and Microsoft)
- Crafted digital artworks and did photograph editing services for clients

### Javana Sizzling Food House 2009 - 2017

Kitchen Manager/Line Cook

- Supervised staff of line cooks and waiters
- Headed kitchen operations
- Managed kitchen and restaurant supplies
- Tracked monthly restaurant revenue and expenditures

### Various restaurants and hotels in Metro Manila 2008 - 2009

HRM Intern

- Familiarized with new cooking and hotel upkeep methods
- Management of hotel operations including utility and housekeeping
- Assisted staff in daily hotel administration