



JED GARCIA DALAY-ON

PROFILE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

WORK EXPERIENCE

- **Philippine international school Qatar (Part-time)** 2025 - PRESENT
School Bus Driver
 - Safely transport students to and from school, field trips, and school-related activities while following traffic laws and safety regulations.
 - Conduct pre-trip and post-trip vehicle inspections to ensure the bus is in safe operating condition.
 - Maintain order and discipline on the bus to ensure a safe and respectful environment for all passengers.
 - Assist students with boarding and exiting the bus, including students with special needs when required.
- **InterContinental Hotel Outlet La Mar Beach** 2023 - 2025
Waiter
 - Served meals promptly and ensured customer satisfaction throughout dining experience
 - Addressed guest concerns and resolved complaints professionally and efficiently
 - Maintained cleanliness of tables, dining area, and service stations
 - Greeted and seated guests, presented menus, and took accurate food and drink orders
 - Assisted in setting up and closing the dining area, including restocking supplies and organizing stations
- **Inihaw Republic** 2014 - 2023
Cashier / Waiter / Grill Man / Delivery Boy
 - Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.
 - Prepare and arrange tables and ensure that dining area is clean.
 - Welcome, greet and escort customers to their table.
 - Share the menu, take orders and informs kitchen staff. Serve the food and drinks order in a careful manner.
 - Cut and prepare meat for skewers. Ensure that meat are grilled properly. Clean grilling equipment before and after use.
 - Check the delivery area and deliver the ordered food to the customers.
- **SM City Baguio (Penshoppe)** 2013 - 2014
Sales Associate
 - Assisted customers with product selection, sizing, and styling to enhance their shopping experience
 - Handled cash register operations, processed transactions, and performed accurate end-of-day balancing
 - Monitored inventory levels and assisted in restocking, tagging, and arranging merchandise
 - Collaborated with team members to meet daily and monthly sales targets
 - Maintained a clean, organized sales floor
- **Viking Construction and Supplies** 2010 - 2013
Truck Driver / Helper Mechanic
 - Transported equipment and materials safely to designated locations
 - Assisted in vehicle maintenance and basic mechanical repairs
 - Maintained shop cleanliness and organization
 - Inspected, cleaned, and returned tools to proper storage
 - Monitored inventory of parts and supplies
 - Reported urgent mechanical issues to senior technician
- **Four Brothers Supermarket** 2008 - 2010
Merchandiser
 - Ensured shelves were fully stocked and displays were arranged according to store standards
 - Monitored product expiration dates and rotated stock to maintain freshness
 - Assisted in receiving deliveries and checking inventory accuracy
 - Maintained cleanliness and orderliness of product display areas
 - Coordinated with sales staff to track fast-moving items and replenish stocks promptly
 - Reported stock issues, low inventory, and customer feedback to supervisors

CONTACT

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📍 Nuaija Doha Qatar

EDUCATION

2007-2008
SOUTHERN ILOCOS
TECHNICAL INSTITUTE

- Automotive Mechanics with COC Engine tune up for gas and diesel

2003-2007
SAN JOSE HIGH SCHOOL

- High School

1997-2003
BOGUIBOG ELEMENTARY
SCHOOL

- Elementary

SKILLS

- Auto Mechanic
- Catering
- Customer Service & Satisfaction
- Driving
- Organizing
- Valid Qatar Driver's License (Light Vehicle)

LANGUAGES

- English
- Tagalog