**ESGUERRA, TRICIA AL YSSA MARIE S.**

**Objective**

Fresh college graduate applying to obtain a position where I can utilize my knowledge, exceptional communication, work efficiency, interpersonal and organizational skills contribute to the overall success of the organization.

**Experiences:**

**On-The-Job Trainee**

Food and Beverage Department, March 2016- April 2016

Philippines

**Responsibilities:**

* Table setting, table skirting and table napkin folding in the Restaurant, Events and Banquet Functions
* Posting and Assistance on Events and Banquet Functions
* Assistance in the Setting of the Venue of Events and Banquet Functions
* Food and Beverage Portioning in Events and Functions
* Room Service

**Event Organizer and Manager**

Banquet, Function and Catering Procedure, June- October 2015

Science and Technology Institute

Tita’s Bldg, Jose Abad Santos Avenue, City of San Fernando, Pampanga, Philippines

**Responsibilities:**

* Makes the Staffing and Distribution of Duties and Responsibilities
* Arranges the Setting of the Dates, Venues, Themes, Menus and the Guests Lists
* Manages the Decoration, Production and Distribution of the Invitations
* Organizing and Decorations of the Venue
* Hosts the Events
* Heads the Report for the Pre, During and Post Event

**Team Leader**

Touristas Domestic Tour, Principles of Tourism 2, June- October 2014

Science and Technology Institute

Tita’s Bldg, Jose Abad Santos Avenue, City of San Fernando, Pampanga, Philippines

**Responsibilities:**

* Makes the Staffing and Distribution of Duties and Responsibilities
* Constructed the Itinerary of the Tour
* Controls the Budget and Tour Costing
* Makes and takes calls for the Inquiries, Reservations, Bookings and Ocular Visits of the Destinations

**Educational Background**

**Tertiary**

**Certificate in Hospitality and Restaurant Services**, 2013-2016

Science and Technology Institute

Tita’s Bldg, Jose Abad Santos Avenue, City of San Fernando, Pampanga, Philippines

**Skills and Personal Attributes**

* Culinary and Pastry Skills
* Basic Bartending and Cocktail Mixing
* Proficient in MS Office Applications (Word, Excel, and PowerPoint)
* Exceptional communication, interpersonal, presentation, problem solving, and organizational skills
* Literary Writing Skills
* Keen and enthusiastic
* An excellent team leader
* Good in time management

**Personal Information:**

**Gender**: Female

**Birthdate**: 29, May 1996

**Nationality**: Filipino

**Civil Status**: Single

**Religion**: Christian

**Height:** 5’5’’

**Weigh**t: 110 lbs.

**Job Seeker First Name / CV No: 687936**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

