**OBJECTIVE**: To enhance my abilities in a challenging position with space for continual growth and to be a constructive part of the company’s development and success.

**PERSONAL BACKGROUND:**

Date of Birth: March 28, 1985

Place of Birth: Philippines

Citizenship: Filipino

Civil Status: Single

Language Spoken: English, Filipino, Hiligaynon

**EDUCATIONAL BACKGROUND:**

Elementary: A. Montes 1 Elementary School

 (S.Y 1997-1998)

Secondary: Fort San Pedro National High School

 (S.Y 2001-2002)

Tertiary: Central Philippine University

 (S.Y 2006-2007)

 Bachelor of Science in Hotel and Restaurant Management

Vocational Course: Lifeline International Caregiver Training School

 Caregiver (Year 2008)

**SKILLS AND ABILITIES:**

» Computer Skills

» Good Communication Skills

» Able to understand and carry out instructions

» Able to maintain a professional manner under stress

**TRAINING EXPERIENCE:**

» Negros Navigation Shipboard Training

 M/S St. Peter the Apostle (March 31-April1, 2006)

M/S San Paolo (April 2-3, 2006)

» Tambuli Beach Club- Mactan Island, Cebu

 Housekeeping Department (November 7-December 21, 2006)

» Iloilo Grand Hotel

 Front Office and F&B Department (January 8-February 9, 2007)

**WORK EXPERIENCE:**

**»Cashier/Waitress- Palma Beach Resort- Coffeeshop Dept.** (August 16,2012 up to present)

 **→**Cashier**-**receive payment by cash/card, Issue receipts or change due to customers, Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is an adequate change**.**

 **→**Waitress-take food and beverage orders from customers and serve these orders at tables.

**» Cashier/Barista/Waitress- Pietro Kaffee**  (September 3, 2011 up to present)

**→***Barista-* prepares and serves coffee beverages

**» Front Desk Staff**- **Fine Rock Hotel**  (July 15, 2009-January 30, 2010)

 →Responsible for checking guests in and out of the Hotel

 →Works in conjunction with the bell staff to assist guests to their rooms.

 → Answers various questions from guests.

→Computes bills, collects payment and makes change for guests.

**» Home based Online English Tutor** (January 12- July 12, 2009)

**» Online English Tutor- GLS Korean School** (July 14, 2008-December 23, 2008)

**SEMINARS ATTENDED:**

» October 9, 2004- Personality Development with Values Education at Days Hotel

» April 21, 2005- Housekeeping Operation at Amigo Terrace Hotel

» April 27, 2005- Personality Enhancement at Centennial Plaza Hotel

» April 28, 2005- Tourism Update at Iloilo Business Hotel

» May 4, 2005- Job Opportunities in Shipping Lines and Airlines at La Fiesta Hotel

» May 5, 2005- Bartending in Food and Beverage at Residence Hotel



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