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**CAREER OBJECTIVE:**

**To work in a globally competitive environment where I can acquire new knowledge and sharpen my skills for the twin benefit of job satisfaction and steady paced career growth**

**EMPLOYMENT RECORD:**

**December 13, 2013 – June 19, 2015 SUBWAY Restaurant**

 **Foodway Company**

**Position:** Sandwich Artist/ cashier

**Duties and Responsibilities:**

* Attending customer needs and serving customers by preparing their sandwich according to how they want it to be served.
* Handling minimal complaints and inquiries.
* Exhibits a cheerful and helpful manner while greeting customers and assisting them with their orders.
* Demonstrates a complete understanding of our menu items and explains other option or current available offers to our customers.
* Responsible for giving high quality customer service and making delicious and excellent taste sandwiches.
* Responsible for maintaining cleanliness around all areas of the restaurant, and making sure that all equipment are clean and are in good condition.
* Attending the cash register and responsible for all cashier works.
* Preparing the daily sales report of the restaurant.

**September 2012 – March 2013 WATERFRONT Insular Hotel**

**Position: Front office receptionist**

* Responsible for leading and assisting with hotel front office functions.
* Responsible for Hotel Room Bookings.
* Selling room options to walk-in guests.
* Delivers Concierge Functionality by answering Phone Inquiry, provides offer if there’s any, give out directions on how to reach the hotel, and directing calls to it’s appropriate department.
* Attending guest and facilitating hotel check-in and check-out procedures.
* Assign rooms, deposit valuables in safe-deposit boxes, issue room keys, make welcome calls, issue discounts card, pamphlets, take room service orders from guest.
* Responsible for explaining Hotel Rules and Regulations upon checking-in the guest.
* Process payment upon guest check-out.
* Informs housekeeping staff when the room is vacated.

**March 2011 – May 2011 NEGROS NAVIGATION**

**Position: Sales Assistant/ Ship Crew (On the Job Training)**

* Performs Reception Desk Task.
* Assisting passengers in locating their designated accommodation and helps in carrying their luggage when boarding the ship.
* Attends to the dining needs of each passenger.
* Provides information to passengers regarding the departure and arrival schedule of the ship (Front Desk)
* Offers refreshments and souvenir items to the passengers.



**TRAININGS ATTENDED:**

* **Philippine Red Cross Training**

**(FIRST AID) – February 2011**

* **Kabayan Hotel, Manila Philippines**

**(Front Office, Food & Beverage Service and Housekeeping) – April 2011**





**PERSONAL DATA:**

**Age** : 23 y/o

**Date of Birth** : April 22,1992

**Gender**  : Female

**Citizenship** : Filipino

**Status** : single



**EDUCATIONAL BACKGROUND**

**COLLEGE Bachelor of Hotel & Restaurant Management**

2013 **Holy Cross of Davao College**

 Philippines

**SECONDARY F.Bangoy National High School**

2009 Philippines

**PRIMARY** **V.Hizon Sr Elementary School**

2005 Philippines



**Skills**

* Organizing & leading a group of people.
* Excellent in English Written and Oral Communication.
* Can work under pressure and with minimum supervision.
* Computer Skills (MS Office: Word/Excel/PowerPoint/Tools)
* Provides Excellent Customer Service.

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**I am a diligent individual and willing to learn new tasks for the betterment of the company which I am going to work with. I have the urge to perform the best way I can and that I could be an asset of the company in no time.**



**Gulfjobseeker.com CV No:** **1484982**