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**OBJECTIVES**

To obtain a position in the hospitality industry that will allow me to improve my food and beverage service skills, housekeeping skills and commercial cooking skills in a unique hotel & restaurant environment.I am also interested in any available job that is suitable to my skills that will give me the opportunity to grow professionally.

**SKILLS**

* Practice in workplace communication
* Work in a team environment
* practice career professionalism
* Practice occupational health and safety procedure
* Develop and update industry knowledge
* Observe work place hygiene procedure
* Perform workplace and safety procedure
* Provide effective customer services
* Computer literate in: Microsoft Word, Excel and PowerPoint
* Fluent in English verbal and written communication skills

**TRANING**

 ‘Actual Shipboard Training at M/V ST. POPE JOHN PAUL II’

 Oceanlink Institute, Inc. In partnership with 2GO group Inc.

 March 2015 - April 2015

**SEMINAR**

*‘Resume writing, power dressing, hotel and restaurant trends and financial and livelihood’,* System Technology Institute *(STI)*

2015 February

**QUALIFICATIONS AND CERTIFICATES**

 Technical Education and Skills Development Authority *(TESDA)*

 Issued on2014 and Valid until 2019

 The below are the certified courses I undertook:

**Housekeeping Certificate**

* Provide housekeeping service to guest
* Prepare rooms for guest
* Clean premises
* Provide valet service
* Provide laundry linen and guest clothes

**Food & Beverages Services Certificate**

* Provide link between kitchen and service area
* Provide food and beverages services
* Provide room service
* Develop and update food and beverages knowledge

 **Commercial Cooking Certificate**

* Preparing, cooking and serving food for menus
* Preparing and portioning controlled meat cuts
* Packaging prepared food stuffs
* Presenting foods
* Receiving and storing kitchen supplies

**EDUCATIONAL BACKGROUND**

**TERTIARY**

 Hospitality and Restaurant Services *(HRS)*

 System Technology Institute College (*STI)*

2013-2015

**SECONDARY**

 Baybay National High school (BNHS)

 Baybay City, Leyte Philippines

 2007-2011

**PERSONAL DETAILS**

Date of Birth:  19 October, 1995

Gender: Female

Marital Status:  Single

Language:  Filipino and English