**First Name of Application CV No 1623954**

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**OBJECTIVE:** To be affiliated with a hotel/ company that promises to nurture skills and develop my personality as it enables me to render my full potential and the best of abilities.

**SKILLS:** Computer literate specializing in Microsoft Office Programs

Mastery in preparing correspondence and reports

Proficient in English, Filipino and Cebuano languages

Possesses excellent skills in both oral and written communication

Strong interpersonal skills

Basic AutoCad

**WORK EXPERIENCE:**

**On-the-Job Training 5 Days Actual Shipboard Training – Oceanlink**

May 24-31, 2012 **Institute**

M/S St. Peter the Apostle

Iligan – Manila and Vice Versa

Philippines

Summary of Duties:

1. Assist the arrival of the passengers.
2. Assisting passengers with their concerns.
3. Providing linens and pillows to the passengers.
4. Making sure the area is well organized and clean.
5. Keeping the rest room clean.
6. Checking passenger’s tickets.

**On-the-Job Training Imperial Palace Waterpark, Resort and Spa**

April 1 – May 16, 2013 Mactan, Cebu City, Philippines

Summary of Duties:

1. Assisting and welcoming incoming guests.
2. Providing cold towels and refreshment drinks to VIP guests.
3. Providing information about the hotel to the guests.
4. Doing a tour of the hotel and providing information of every place around the hotel for the guest.
5. Preparing welcoming drinks and cold towels for the future incoming VIP guest.
6. Assisting the group co-ordinator on preparing key cards of the guests.
7. Making and checking the key cards for the incoming guests.

**On-the-Job Training Plaza Alemania**

April 29 – July 30, 2015 Iligan City, Philippines

Summary of Duties:

1. Keeping the restaurant clean and well organized.
2. Assisting and providing menu for guests/customers.
3. Watering the plants of the garden restaurant.
4. Cleaning tables, floors, windows and rest room.
5. Washing the soiled dishes.
6. Attending and taking orders of the guests/customers.

**EDUCATIONAL BACKGROUND:**

Course : Bachelor of Science in Hotel and Restaurant Management

School : Mindanao State University – IIT, Iligan City, Philippines

Year : 2016

Course : Basic AutoCad (Short Course – 36 Hours)

School : St. Laurence Institute of Technology, Iligan City, Philippines

Year : 2016

**PERSONAL INFORMATION:**

Date of Birth : August 19, 1993

Age : 22 years old

Citizenship : Filipino

Gender : Male

Civil Status : Single

Language : English, Filipino

**TRAININGS AND SEMINARS ATTENDED**

**Tour Operation and Tour Guiding Lecture – Workshop**

August 11, 2011, Montebello Villa Hotel, Banilad, Cebu City, Phillipines

**Lecture on Basic Food & Beverage Operations**

August 09, 2012, Imperial Palace Waterpark Resort and Spa, Maribago, Mactan, Cebu City, Philippines

**Seminar and Field Trip**

August 9-11, 2012, Cebu City, Philippines

**Bar Tour Seminar**

March 5, 2014, T.G.I.Friday’s Centrio Mall, CDO, Philippines

**Basic AutoCad (Short Course)**

December- February, 2016 (36 Hours), St. Laurence Institute of Technology

Iligan City, Philippines

**Customer Service and Human Factors**

May 29, 2012, PAL Learning Center, Manila, Philippines