**CV No 1943778**

**ANGELA **

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CAREER OBJECTIVE: To be part of a team, to work and gain knowledge with my chosen field in a company where advancement opportunity exist in which I can further hone and make use of my skills and potentials .

**Job Description**:

June 1,2015- September 25, 2016

**Food Services Supervisor**

- provide operational support to the Outlet Manager by managing the performance of the Team Leaders and Service Team from training new Team Members

-attending to guest complaints and managing a smooth relationship with the kitchen to ensure that guest satisfaction is enhanced at all times.
-supporting busy areas where necessary, monitor and ensure consumable stocks are available
- Being the first point of contact for the guests to ensure that guest complaints are dealt with the a consistent a fair manner & adherence to all company Cash handling Procedures
- Adhering to the closing procedure in line with the Company's Policies and Procedures to minimize financial risk to the Company

Jan. 14 ,2013-Jan. 20, 2015 **Jobsglobal Philippines**

**Recruitment Consultant/Receptionist**

-using social media to advertise positions, attract candidates and build relationships with candidates and employers;using candidate databases to match the right person to the client's vacancy;

-receiving and reviewing applications, managing interviews and tests and creating a shortlist of candidates for ;

-organizing interviews for candidates as requested by the client;offering advice to both clients and candidates on pay rates, training and career progression;

-.answering visitor inquiries about the company, directing visitors to appropriate contacts, sorting mail, answering incoming calls, and arranging appointments for guests to meet with company staff.

October 22, 2010- November 2013 **West Corporation**

**Customer Service Representative/Sales Associate**

-receive and process incoming phone calls for clients, obtaining and entering their information to verify the account and make sure it’s secured. Assist customers if any technical problems incurred during customers initial incoming phone calls. Troubleshoot their internet and phone service. Provide customers with information they need to have a better service and great deals they can take advantage of.

June 11, 2007 to March 2, 2010 **E-TRANSNET, INC**.

**Data Transcriptionist**

-handles medical diagnostics, prescriptions for patients, legal court records, business firms reports for customer’s convenience and important datas for reference. Proper documentation of data records for hospital and court hearings

Jan 27, 2004-December 20, 2006 **EDUCONNECTION INTERNATIONAL**

**English Teacher**

-teaching maximum of 25 Korean students a day. Handled beginners to advanced students. Provides training materials, textbooks for sessions. Teaching them the basics, grammar, sentence construction, diction, intonation, liaisons, proper pronunciation, proper tenses and help them communicate well in English especially for job interviews, seminars and presentations. Ensured training resources were in place.

**ACADEMIC BACKGROUND**:

Siena College of Quezon City

San Francisco Del Monte, Quezon City

Bachelor of Arts, Major in Mass Communication

Cora Doloroso

3/F Pamana Bldg., Pasay Road Makati City

Business Opportunities in Fashion Design

**INTERNSHIP EXPERIENCES**:

DZRV 846 KHZ- Radio VERITAS-West Avenue, Quezon City

-news writing, special projects and productions, answering trivia calls encoding, operating technical booths, log time of news-OPERATIONS DEPARTMENT

MANILA STANDARD-Kamahalan Publishing Corporation

Leyland Bldg., Railroad Corner 21st St., Port Area Manila

-research work, encoding datas, measuring add columns, Comparative report of daily monitoring add lineage in column, Computation of advertising rate card and clerical-ADVERTISING DEPARTMENT

RADIO PHILIPPINES NETWORK (RPN9)-Broadcast City, Capitol Hills,Diliman, Quezon City -operation of switches aired commercials, operations log and programs, assisting live TV productions, news casting and anchors booth- CONTRACTS ADMINISTRATION-TRAFFIC DEPARTMENT

**SEMINARS/WORKSHOPS ATTENDED**:

DPG and DFDD Training with Ms. James. Al Areesh Club March 2016

Person in Charge (PIC2) Food Safety Training 2015 Johnson Diversey

Airport Food Safety Hygiene Training

Diction and Intonation Enhancement Training (D.I.E.T) with Mr. Chris Leedy D.I.E.T

January 2005, TDG Building, Makati City

Dish Networks New Hire Training, Makati City November 2003

Dish Networks Pro-quest Training, Makati City November 2003

Marketing Yourself a Brand You with Mr. Ricky Garcia, Siena College, Feb2003

Status of Broadcast Industry in the 21st Century, Siena college training hotel, Dec 2002

Effective Communication and the Power of Media with Ms. Kara David, Dec 2002

Basic Acting for Theatre, Siena College Training Hotel April 2001

Basic Television Production PCED, UP DILIMAN 2001

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| **ANGELA PATAJO FOYO – CV No**  **1943778**To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on cvcontacts@gulfjobseekers.comWe will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |