**PERSONAL INFORMATION**

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| --- | --- |
| **Age:** | 25 |
| **Civil Status:** | Single |
| **Date of Birth:** October 06, 1991 |
|   |  |
| **Visa Status:** | Residence |
| **Visa Expiration:** | January 2017 |

**EDUCATIONAL ATTAINMENT**

**Lyceum of the Philippines**

**University**

*Bachelor of Science in Tourism*

*2008 -2012*

**SKILLS AND QUALIFICATION**

*-Excellent demonstrated oral and*

**Manila, Philippines** *interpersonal communication skills.*

*-Have an Excellent knowledge about Microsoft office.*

*-Wide range skills and knowledge in food and beverage procedures as well as Barista skills.*

*-Able to create positive impression to the guests while responding either by phone or in person.*

*-Able to handle multiple tasks and excellent in time management.*

*-Have wide range of knowledge on administration skills and secretarial.*

**JESSICA**

**JESSICA.330084@2freemail.com**

**OBJECTIVE**

I am seeking an opportunity in a reputed and dynamic Organization to show my skills and talents for achieving exceptional satisfaction of the clients or guests. I have relevant experience in hospitality industry as well as customer **–**related service from my past role and learnings**.**

**CAREER HISTORY**

**Angelina Paris French Restaurant**

Abu Dhabi United Arab Emirates November 2014-Present

***Receptionist/Administrative Assistant/Barista***

Acknowledges and assist guests to the table and upsell the The food and beverages and products and ensure the day target is Achieved. Assist the manager for any admin works such us Sending the orders of the items to the supplier and warehouse. Make sure all the maintenance of the store are updated. Communicate with the managers and supervisors for the weekly Training. Keep and organize all the documents of the restaurant. Relieve the Barista and help the operation serving guests when The operation is busy.

**The Coffee Bean and Tea Leaf,**

Manila, Philippines November 2013-October2014

***Barista to Shift Supervisor***

Able to serve guests by making coffees and teas and ice Blended beverage. From Barista promoted to Shift Supervisor and Was able to handle one team in one store and communicating with The district manager for the meetings. Making schedules, ordering Products, doing the payroll, making sure the team is organize and Was able to achieve the monthly target. And was able to trained New team member.

**St. Regis Hotel**

Orchard Road, Singapore March 2011-March 2012

***Management Trainee***

Trained and attend seminars in a 5-star hotel in Singapore for 1yr Internship. Was able to serve food and beverage and assist guest and Trained new staff. Received an award as employee of the month.

***I hereby certify that all information given above is correct according to the best of my Knowledge and belief.***