

RANNELENE

[RANNELENE.332630@2freemail.com](mailto:RANNELENE.332630@2freemail.com)

Objectives:

To gain entry into a progressive company to gain further experience and life skills. This will allow me to become more effective individual, permitting me a greater contribution to a company's services and success.

Experienced in working under pressure in a quick paced fast moving environment and able to receive guests on arrival in a friendly, helpful and approachable manner.

 Personal Information:

Age: 25 y/o

Height: 5’1

Weight: 55kgs.

Language: English, Tagalog

Religion: Roman Catholic

Interests: Computer Literate

ACADEMIC QUALIFICATIONS:

BS Office Management

DMMMSU MLUC 2007-2009

CAREGIVER COURSE

ATVETC 2013-2014

EXPERIENCE

1. JOLLIBEE FOOD CORPORATION

MARCH 3, 2008-NOV. 18, 2008

Agoo La Union

SERVICE CREW

Job Description:

-Clean work areas, equipment, utensils and dishes.  
-Store food in designated containers and storage areas to prevent spoilage.  
 -Prepare a variety of foods according to customers' orders or supervisors' instructions, following approved procedures.  
-Package take-out foods and/or serve food to customers.

2. CHOWKING Food Corporation

DEC. 12 2008-OCT. 15, 2009

Agoo La Union Philippines

CASHIER/SERVICE CREW

Job Description:

-Present menu, take order, suggest and recommend appropriately.

-Attend and respond to guests’ needs promptly and professionally.   
-Present bills to diners, collect payment and give to the cashier, return change or credit card to diners.

3.ARIANA HOTEL

MAY 5, 2011- JUNE 8,2012

RECEPTIONIST

Bauang Philippines

Job Description:

Log incoming documents from clients, consultants and subcontractor, make sure they receive relevant documents and make sure copies of relevant documents are held.

Maintaining and updating the database and also manual filings.

Ensure all documents are archived appropriately.

Maintaining paper and electronic files (organizing, following up daily routine data and paper)

Dealing with other staff or visitors, on phone or in person.

4. SM BAGUIO

MAY 8,2014-JUNE 18,2015

SALES ASSOCIATE

BAGUIO CITY PHILIPPINES

JOB DESCRIPTION:

The customer is always right. You will need to be able speak in a friendly way to customers and potential customers, listening to their needs and helping communicate options for them.

You will need to speak to customers about a product’s different features, and answer any questions they might have.

5.LORMA MEDICAL CENTER

NOVEMBER 23,2015-MAY 20,2016

NURSING ASSISTANT

SAN FERNANDO LA UNION

Job Description:

Provide basic care to patients.

Assist them in daily activities they might have trouble with on their own, such as bathing.