 ***GODWIN***

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**Personal Information**

Nationality: Filipino

Religion: Roman Catholic

**Objective**

* ***Obtain a position in a company where I can help the company grow and develop my skills and move into roles of greater responsibility.***
* ***Exceed expectation and provide a wonder full experience to all guests.***
* ***Motivate and guide other colleague on their career path.***

**Educational Attainment**

***BACHELOR OF SCIENCE IN COMPUTER MANAGEMENT-*** *Diploma*

# University of Perpetual Help Rizal-Las Piñas, Philippines

Year Graduated: 2007

**Summary of Qualifications and Skills**

* Proficient in Microsoft Word, Power Point and Excel.
* Exemplary problem-solving skills; able to identify problem and implement corrective processes.
* Strong communication, interpersonal and presentation skills.
* A skilled communicator; able to synthesized and deliver complex information to diverse audience.
* Strong leadership skills; able to prioritized, delegate tasks, and make sound decisions quickly while maintaining a focus on the objective.

**Achievements and Recognition**

* **Atlantis Legend on the Month Nominee – April 2014 & August 2011**
* **Letter of Recognition from the President and Management Director of Atlantis Hotel – June 2013**
* **1997 – 2002 NCAA Medalist Athlete (Swimming and Track & Field)**

**Training and Seminars Attended**

|  |  |
| --- | --- |
| **Competence in the inspection of personal protective Equipment (PPE) for work at heights** |  |
| **European Rope Course Association**  **(Qualified Rope Course Instructor)** | * ID No. (January 2016-2019) |
| **Life Guard Safety Skill Training for Special Facilities - Elis & Associates ILTP Course Completion (Special Facilities** | * Cert No.   18th February 2016 – 18th February 2017  Note: Updated training January 22,2017 |
| **Advance First Aid, CPR, AED for Adults & Infants - ECSI (Emergency Care & Safety Institute)** | * Wadi Adventure, Al Ain   18th February 2016 – 18th February 2017  Note: Updated training January 22,2017 |
| **Pediatric and First Aid and CPR Training ECSI (Emergency Care & Safety Institute)** | * Atlantis the Palm, Dubai   15th June 2015 |
| **Basic Food Handling** | * Atlantis the Palm, Dubai   26th June 2015 |
| **PADI Open Water Diver** |  |

**WORK EXPERIENCE**

***Assistant Activity Manager***

***Wadi Adventure, Al Ain***

***November 2016 to Present***

* ***In-charge in the daily Park Operations (Surf pool, Rope Course, White Water Rafting, Kayaking, Wake Boarding)***
* ***Conducts Performance Evaluation***
* ***Lifeguard Supervisor***
* ***Revise SOP’s that fits on the daily operation.***
* ***Certifying Safety Equipment for Rope course and Rescue Equipment.***
* ***Create and Revise Risk Assessments for existing and new activity.***
* ***Facilitates First Aid training (Lifeguards, Rope course Instructors, Rafting guides, Kayaking Instructors, Wake boarding Instructors and Surf Instructors)***
* ***Schedule Trainings***
* ***Staff Schedule***
* ***Create new Revenue Activity Programs***
* ***Events Organizer & Host (Wadi Adventure Race (WAR), World Rafting Champion Ship 2016, International Slalom Kayaking)***

***Team Leader***

***Guest Recreation***

***Atlantis the Palm, Dubai***

***July 2012 to November 2015***

* ***Create new revenue generated programs***
* ***Create Programs for Daily Activity for Hotel Guest and Corporate Team Building Events***
* ***Hosting Daily Activity for Hotel Guest***
* ***Supervising Daily operation (Recreation, Tennis Court, Water Sports, Water Park Cabana)***
* ***Logistics***
* ***Event planner***

***Activity Coordinator***

***Club Rush / Kids Club***

***Atlantis the Palm Dubai***

***United Arab Emirates***

***August 2010 to July 2012***

* ***Receptionist***
* ***Attend to the guest inquiries.***
* ***Organized birthday parties and other events.***
* ***Host Daily Activity for Kids and Teenagers***
* ***Assisting guest on the wall climbing activity***
* ***Assisted the daily themed or activities for kids and teen agers***.
* ***Hotel Mascot***

***Aquaventure Life Guard***

***Atlantis the Palm, Dubai***

***United Arab Emirates***

***July 2009- August 2010***

* ***Maintain continuous surveillance of people in swimming pools and artificial rivers***
* ***Provide safety information to people***
* ***Spot hazards or potential hazards and take measures to prevent accidents***
* ***Perform rescues in the event of drowning or swimming accidents***
* ***Perform first aid and CPR according to the demands of adverse situations***
* ***Ensure that all pool equipment is stored safely and that any lost items are kept in a safe place***
* ***Waterpark Ride operator***
* ***Testing all the park rides before the opening.***

***Banquet Waiter***

***The Manila Peninsula (November 2008)***

***Heritage Hotel (January – March 2008)***

***Manila, Philippines***

* + ***Set banquet rooms and halls as per instructions of the event manager***
  + ***Prepare rooms in terms of adjusting lights and setting appropriate temperature***
  + ***Ensure that all decorations have been set in accordance to the instructions***
  + ***Make sure that tables are set with linen, dishware and flatware***
  + ***Fill glasses with water before guests arrive and refill them during the course of the event***
  + ***Greet guests in a cordial manner as they arrive***
  + ***Offer welcome drinks and ask guests if they need any additional items***
  + ***Set banquet table with dishes***
  + ***Carry food trays to the tables***
  + ***Ensure that food is replenished in a quick manner***
  + ***Deliver beverages as per guests’ instructions***
  + ***Anticipate guests’ needs continually and fulfill them appropriately***
  + ***Clear dishes and flatware once the event has ended***
  + ***Clean premises along with stripping table cloths and napkins***

***Assistant Swimming Coach and Swimming Instructor***

***Xavier School San Juan & San Beda Alabang***

***Philippines***

***2006-2007***

* ***Computing GPA Reports for grade 6-7 students.***
* ***School Swimming Coach***
* ***Swimming Instructor for Elementary Student***

***Lifeguard & Pool Maintenance***

***Santarosa Estate***

***Philippines***

***2004-2006***

**Extra Curriculum**

* Event Coordinator (Kids Birthday Party)
* Swimming Instructor for Special Kids