**Katherine**

C/o-Contact #: +971503718643

[katherine.343086@2freemail.com](mailto:kat_kqv92@yahoo.com)

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| **EDUCATIONAL BACKGROUND:** |

**Degree of Bachelor of Science in Commerce Major in Hotel and Restaurant Management/ Tourism Management**

Saint Louis College

Carlatan, City of San Fernando, La Union, Philippines

2009-2013

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| **WORK EXPERIENCE:** |

**April 18, 2015 –Present RESTAURANT HOSTESS**

Telal Resort and Zaman Lawal Heritage \*\*\*\*\*

Remah, Al Ain, United Arab Emirates

**JOB DESCRIPTION & RESPONSIBILITIES**

* Warmly greet guests and patrons personally. When possible, open the front door for guests entering or leaving the restaurant.
* Accommodate special seating requests for guests whenever possible.
* Seat guest based on guest preferences
* Upon seating, offer guests a menu and inform them of their server’s name.
* Inspect table for proper presentation and completeness.
* Relay messages to servers and bus persons as needed.
* Thank guests as they leave and invite them to return.
* Assist with the smooth day to day flow of operation in the Restaurant and Room Service.
* Answering telephone and guests inquiries.
* Ensures Restaurant store inventory is replenished daily and accurately.
* Using various Computer Packages – Word, Excel, PowerPoint ; Printing, Photocopying and many more
* Taking Minutes of Meeting
* Organize and Maintaining filling system
* Responsible for managing the timekeeping records for all team members and submit to HR.
* Prepares End of day summary report and applicable paperwork
* Attends all hotel trainings, employee meetings as required and brings suggestions for improvement.
* Such other tasks as required of management or leadership.

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| **AWARDS AND TRAININGS:** |

**OCTOBER 2016 - CERTIFICATE OF ACHIEVEMENT**

**STAR EMPLOYEE OF THE MONTH**

Telal Resort

Remah, Al Ain, United Arab Emirates

**AUGUST 2015 - CERTIFICATE OF ACHIEVEMENT**

**STAR EMPLOYEE OF THE MONTH**

Telal Resort

Remah, Al Ain, United Arab Emirates

**Year 2014 - CERTIFICATE OF ACHIEVEMENT**

EFST Examination - Abu Dhabi Food Control Authority

Al Ain City, United Arab Emirates

**Year 2014 - CERTIFICATE OF APPRECIATION**

Hostess - FOOD & BEVERAGE DEPARTMENT

Ayla Hotels

Al Ain City, United Arab Emirates

**May – July, 2013 FLIGHT ATTENDANT TRAINING**

**SCOPE OF TRAINING:** Personality Development

Aircraft Familiarization

Safety Procedures

Customer Service

In-Flight Food Service

**World Citi College**

**Aeronautical and Technological College**

Binalonan Airfield, Pangasinan, Phillipines

**May 22 – 26, 2012 OCEANLINK INSTITUTE**

**120 Hours - ACTUAL SHIPBOARD TRAINING**

**St. Peter the Apostle Vessel**

**WHERE:** Manila-Bacolod-Iloilo-Cagayan de Oro-V.V

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| **SKILLS AND OTHER RELATED COMPETENCIES:** |

1. **Computer Literate ( MICROSOFT OFFICE, PAYTRAX, Web Prolific)**
2. **Interpersonal Skills**
3. **Ability to work individually and as a team**
4. **Flexible & Fast Leaner**
5. **Willing to work**

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| **PERSONAL INFORMATION:** |

**PLACE OF BIRTH:** Al Ain, United Arab Emirates

**BIRTHDAY:** November 30, 1992

**RELIGION:** Roman Catholic

**STATUS:** Single

**NATIONALITY:** Filipino

**WEIGHT:** 47 kg

**HEIGHT:** 160 cm