Julie

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|  |  | Objective To use my skills in a team environment, allowing me to fully contribute to the successful achievement of corporate goals and objectives and to fully fulfill my dreams and goals in life. |
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|  |  | **Summary of Qualifications**   * Experience in Hotel and Restaurant Management with knowledge and understanding of food, beverage, and customer service skills * Proficient with computers, learns new software systems with ease * Acquired practical knowledge of computer apps such as Microsoft Excel, Word and PowerPoint. Available to work at a flexible schedule * Willing to "pitch-in" and help personnel with their job duties * Strive hard as part of a dedicated team to avoid complaints and earn compliments * Ensure excellent discipline and grooming standards are displayed at all times while on duty. * Able to follow instructions efficiently and effectively.  Professional Experience **Real Image TV Production- Office Girl**  Dubai, UAE January 11, 2017 – February 19,, 2017   * Clean the office at the start and the end of the day. * Keep and maintain the cleanliness of kitchen/pantry and the toilet. * Ensure the availability of all office, kitchen and toilet supplies at all times (i.e. bond papers, soap, air freshener, tissue, coffee, tea, sugar, etc). * Prepare and serve the drinks of the management team and guests. * Doing errands for the management and staff, etc.   **The Manor - Hotel Front Desk Agent**  Baguio City November 2015- November 2016   * Welcome guests as they check in and out and provide information regarding availability, room types & rates * Assign rooms pertinent to guests’ needs and choice * Instruct bell boys to assist guests with luggage and liaise with housekeeping * Answer incoming calls and provide information regarding hotel policies, activities and offers in response to queries both on the phone and in person * Maintain inventories pertinent to vacancies, reservations, rooms and rates * Compile reports relevant to guest accounts * Respond and take action on guest complaints and problems as it may arise   **OISCA- International- Philippines - Housekeeping/ All around server**  Mudiit, Dolores, Abra June 2015 - November 2015   * Attended to guests' needs and requests immediately and attentively * Performed facility maintenance and made arrangements for special occasion activities * Cooked adequate food for guests and visitors * Cleaned rooms, changed linens, refilled amenities to guest satisfaction, dusted furniture and fixtures with care * Sterilize equipment and maintain processing areas to be clean * Arrange and sort fruit and vegetables for processing, and feed them into machines  Check boxes of crop and vegetables as they are delivered, and systematize weighing and storage * Take delivery of raw materials, check and store the same * Mixed soil, sand and fertilizer as directed & prepared and spray insecticides as required * Fed farm animals in a time efficient manner and cleaned animal quarters efficiently * Collected eggs and assisted in activities to harvest crops * Planted squash, beans, bitter gourd, bottle gourd, cucumber, ladyfingers, mangoes, eggplants, annatto and  gmelina   **Le Chef at The Manor - Food Server**   * Camp John Hay, Baguio City April 2013 - May 2014 * Memorized menu entrees and daily specials to provide guidance to customers with questions about meal choices * Accurately recorded orders and worked with kitchen staff to serve drinks and food that exceeds expectations * Served dishes to appropriate customers * Took on closing duties and restocking in preparation for next day * Handled customer complaints to maintain customer satisfaction * Thorough understanding of food safety and handling requirements   **San Luis Del Mar - Room Attendant (On-the-job training)**  Baccuit, Bauang, La Union September 2012 - December 2012   * Demonstrated ability to wash and polish surfaces, and carry out advanced cleaning tasks • Cleaned rooms, bathroom and floor surfaces * Stripped and made bed, and changed bed linens • Carefully dusted all furnishings, pictures, drawers, window ledges, and shelves * Refilled amenities, linens, and supplies in visitors room * Signed for room keys, retrieved, pushed to assigned rooms and restocked heavy cart. * Adhered to cleaning measures and instructions for use of chemicals and cleaning agents * Keep cart and linen closets clean and arranged |
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|  |  | Skills  * Written and Verbal Communication * Ability to Work Under Pressure * Able to Build Relationships * Self-motivation * Adaptability * Teamwork * Loyal and Discreet (maintain confidentiality) * Flexible * Able to Operate Under Pressure * Computer and Internet Skills * Responsible * Quick Learner * Time Management |
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|  |  | **Personal Information**  Visa Status: Visit –  Education: Bachelor of Science in Commerce Major in Hotel and Restaurant Management  Nationality: Filipino  Date of Birth: February 16, 1993  Gender: Female  Marital Status: Single  Language: English |