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 ManagementNationality: FilipinoDate of Birth: February 16, 1993Gender: FemaleMarital Status: SingleLanguage: English |