**FLORA**

**Flora.358902@2freemail.com**

**C/o 0503718643**

**OBJECTIVE:**

 To gain the job exposure in the dynamic and competitive company wherein I can contribute my talent, skill and effort toward the success of the company and to fully develop my knowledge and skill in the field of hospitality industry.

**JOB EXPERIENCE:**

**AVON INTERNATIONAL**

**Cashier / Retailer- part time**

**2012-2016**

* Retail and selling Avon product.
* Ensure cash hand and document is ensure all times.
* Process transaction on line.

**HOTEL AMERICA – GUANZHUO DINNING RESTAURANT**

**Cashier/ F&B Attendant**

**May 2014 – April 2016**

* Ensure the float is correct and that that all keyed information into POS term is done correctly.
* Process customer’s transaction efficient.
* Handling cash/ credit card in any form of payment in safe, sources responsible manner.
* Ensure cash hand and document is ensure all times.
* Process transaction on line.
* Welcoming and greeting customer when they entered.
* Assist and guide customer to their table.

**TRIBU GRILL EXPRESS – ANGELES BRANCH**

**Extra job/ 4 hours a day**

**Cashier/ Dinning Staff**

**September 2014 – Novembe3r 2014**

* Handling payment from customers either cash or credit card.
* Promote or offer to the customer the product while at the counter.
* Achieving target and sales consistently.
* Welcoming and greeting customer and guide to their table.

**ON THE JOB TRAINING**

**IL PONTICELLO ITALIAN RESTAURANT**

**January 2012- March 2012**

**Makati City, Manila**

* **Bar Dept. – Bartender / Barista-** mixing alcoholic and nonalcoholic, make all kind of coffee. Cleaning bar area.
* **Kitchen Dept. – Cook Assistant –** Preparing all ingredient, assist cook at all, and cleaning the area.
* **Dining Dept.– Waitress** - assist and guide the customer to their table, taking orders, serve customers order and cleaning the area.

**ROTHMAN HOTEL**

**November 2013 – January 2014**

**Malate, Manila**

* **Front Office Dept. – Clerk Information** – welcoming and greeting customers, receiving phone calls, mails, and assist customers.
* **Housekeeping Dept. - Chamber Maid -**cleaning hotels room and other area of building.
* **F&B Dept. - Waitress** – taking order, delivered orders as a room services.

**SEMIINAR ATTENDED:**

**Resort Operation Exposure**

Villa Escodero Platation and Resort, San Pablo Laguna

August 12, 1013

**Front Office Operation**

Traders Hotel, Pasay City

October 08, 2012

**Bar Exposures Program**

T.G.I, Fridays Bar, Mall of Asia

September 07, 2011

**Basic Tour Guiding**

Venus Parkview Hotel, Baguio City

September 14, 2010

**Facilities Familiarizations**

Baguio Country Club Facilities, Baguio City

September 05, 2010

**EDUCATIONAL BACKGROUND:**

**Tertiary: Bachelor of Science and Hospitality Management**

 Innovative College of science and Technology

 Malitbog, Bongabong, Oriental Mindoro

 2010-2014

**Secondary: Clarendon College oc Science and Technology**

 Odiong, Roxas, oriental Mindoro

 2006- 2010

**BACKGROUND:**

Nickname: Flor Gender: female

Status: Single Language: English/ Tagalog

High: 5’2

Birthday: August21, 1993

**SPECIAL SKILL:**

* Computer literate
* Proven ability to work as a team member or independently.
* Enthusiastic, personable professional in appearance and manner
* Knowledge to do table arrangement, table napkin folding, skirting, flower arrangement, and beddings,

**FLORA**

 Signature