Dear Sir/ Madam:

 Good day,

 I am pleased to submit my application for the position of Hotel Staff

Please be informed that my previous works are Housekeeping, Sales Consultant, Waiter and Caregiver. I’ve been worked as Housekeeping for 3 years. For that long period of years, I was able to learned a lot and enhance my ability and knowledge. Housekeeping is my passion.

If you would give me an opportunity to be part of your company, I am very much willing to learn new things, I will do my best and give full support for company’s sake.

Considering my application is highly appreciated. Attached herewith is my resume for your additional information.

Thank you very much.

Respectfully yours,



**JERRY**

**JERRY.364912@2freemail.com**

**Career Objective:** Energetic, results-oriented professional seeking a Hotel Room Attendant position with the Privato Hotel. Bringing expertise in cleaning, maintaining rooms, and serving customers in order to make them repeated customers.

 **JOB EXPERIENCES:**

 **HOUSEKEEPING (Room Attendant)**

 **PRIVATO HOTEL**

 706 Shaw Blvd. Ext. Pasig, Metro Manila

 Jul. 2008 to Jun. 2010

  **HOUSEKEEPIN (Room Attendant)**

 **Subic International Hotel Corp.**

 Suite 612 Pacific Bldg. 2160 Paredes St.

 Binondo City Manila 1006 Philippines

 May 2007 to Apr. 2008

**CERTIFICATE OF COMPLETION:**

**HOUSEKEEPING (Room Attendant)**

 300 Hours Training

 PEARL GARDEN HOTEL

 1700 M. Adriatico St. Malate Manila

 September 1 to October 9, 2016

 **HOTEL HOUSEKEEPING OPERATIONS**

 TOP STAR Hospitality Training NC II

 Rm. 314 Garden plaza, Belen St. cor. Gen. Luna St.

 Paco Park Manila

 August 15 to 17, 2016

 **HOUSEKEEPING NATIONAL CERTIFICATE II**

 Technical Education and Skills Development Authority (TESDA)

 Issued on: August 24, 2016

 Valid until: August 23, 2021

**DUTIES AND RESPONSIBILITIES:**

* Enters and prepares room for cleaning.
* Makes bed
* Dusts the room and furniture
* Replenishes guestroom and bath supplies.
* Cleans the bathroom
* Cleans the closet.
* Vacuums and racks the carpet
* Checks and secures the rooms.
* Replenish amenities according to the operational standards
* Deliver and retrieve items on loan to guest e.g. iron and ironing boards.
* Ensure security of guest rooms and privacy of the guest.
* Responsible for replenishment of guest complimentary water.
* Responsible for the cleanliness and maintenance of the work place.
* Attends to guest calls, guest requests/ guest complaints in the area assigned to me.
* Do Make up room service
* Responsible for following the standard operating procedure.
* Responsible for achieving and exceeding the guest satisfaction score.
* Prepare necessary material required to accomplish daily task.
* Execute assigned hallway cleaning, and all other area requested by the manager.
* Practice safe working habits, including bending and lifting appropriately to avoid injury, reporting hazards, appropriate use of cleaning chemicals and working to minimize tripping hazards.
* Report any damages or repairs to the correct department.
* Report every lost and found item to the housekeeping manager.
* Maintain cleanness and organization of work areas such as linen closet, common storage room, etc.
* Always greet guest in a friendly and professional manner according to Hotel’s standards.
* Comply with the hotel Policies, procedures and code of ethics.
* Uniform and personal appearance are kept clean and professional and are in accordance with Hotel Grooming Policy.

**Apr. 2011 to Jul. 2013 WAITER**

PEPPER’S GRILL RESTAURANT

 780 Sta. Maria Bypass Road, Sta. Maria Bulacan

**DUTIES AND RESPONSIBILITIES:**

* Greet customers, present menus, explain daily special to customer.
* Answer questions related to menu items and make recommendation.
* Take food and beverage orders from customers.
* Relay food and beverage orders to kitchen staff.
* Prepare drinks and foods garnishes.
* Carry trays of food or drinks from the kitchen to the dining table.
* Remove dirty dishes and glasses and clean table after customers finish meal.
* Prepare itemized checks and hand them to customers and sometimes take payment.
* Clean and set-up dining area, refill condiments, and stock service area.

**Aug. 2010 to Mar. 2011 WAITER**

GREEN POND GARDEN RESTAURANT

 086 Gov. Fortunato halili Ave. Sta. Maria Bulacan

**DUTIES AND RESPONSIBILITIES:**

* Cleaned and stocked tables after use.
* Greeted and seated diners in a courteous manner.
* Took food orders and delivered them to the kitchen
* Addressed customer complaints promptly and professionally.
* Followed clean as you go procedures as established by the management.
* Identified and reported unsafe working conditions to the manager.
* Cleared empty dishes from tables and refilled drinks promptly.

**SKILLS:**

Driving with Professional Licensed

 Basic first Aid

 Knowledgeable in Basic Computer Application such as MS Word, MS Power point and MS Excel

 Planning and Organizing

**EDUCATIONAL PROFILE:**

COLLEGE **BACHELOR OF SCIENCE IN ELECTRONICS AND**

 **COMMUNICATION ENGINEERING**

 Technological Institute of the Philippines

 1996 to 2001

VOCATIONAL **CAREGIVER COURSE**

 Siena College of San Jose

 2004 to 2005

SECONDARY **METRO MANILA COLLEGE**

 1991 to 199

I hereby certify to the best of my knowledge and belief that the foregoing statement is true and correct.