

Carlito

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**I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself, and the opportunity to help the company efficiently and productively. I strongly believe that my skills acquired fits to your qualification, and I can apply all the knowledge and skills for future endeavors. It will be a privileged to work and grow with your company as an individual.**

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Professional Experience

**Work and Travel Program**

**On-the-job training**

**March 9 – June 20, 2015**

**Company Name : Wonderworks**

**Adress : 9067 International Drive, Orlando, Florida, USA**

**Designation : Admissions Department**

**Date : March 9 – June 20, 2015**

* Attends to the needs and wants of the guest, and provide superior guest services to provide satisfaction
* I am a cashier in which I sell them tickets, and normally gives the do’s and don’ts when inside the attraction
* Giving all necessary information they have to know about our attraction especially the rules and regulations inside the establishment
* Leads during the field trips of the students from different schools

**Company Name : Jollibee Foods Corp.**

**Address : National Highway, Tagum City**

**Designation : Service Crew**

**Date : August 1, 2015 – December 20, 2015**

* I'm at the dining in which we are entitled in keeping the store clean.
* Taking orders of the customers at the counter
* Drive-thru window 2 in which I give customers orders, ensuring it’s complete and that they are satisfied
* Selling membership cards in which I encouraged the customers, and specify their benefits when getting the card

**Company Name : Lacia Realty and Appraisal Firm**

**Address : Durian-West, San Miguel, Tagum City**

**Designation : Marketing Associates**

**Date : June 8, 2016 – April 10, 2017**

* Arranges all the documents including the properties sales, customer’s documents
* I am in charge in monitoring all the documents within the business firm
* I keep all documents organize for future references
* I am compatible in using MS Office Word, Powerpoint, and Excel

Education

**College**  : **St. Mary’s College of Tagum, Inc.**

National Highway, Tagum City

SY. 2015-2016

**Course**  : **Bachelor of Science in Tourism Management**

**Licensure**  : **National Certificate II – Front Office Services**

**National Certificate II – Tour Guiding Services**

**National Certificate II – Travel Services**

**National Certificate II – Tourism Promotions Services**

Certificates and trainings

* **Basic Training on Safety of Life at Sea - SOLAS**
* **Cabin Crew Workshop**
* **The Magsaysay-Micah On Board Experience**
* **Front Office Management and Sales Marketing**
* **Front Office Micros-Fidelio**
* **Trainings-Workshop on Front of the House Management, Stage Management, and Tour Guiding**
* **Wonderworks – On-the-job- training**
* **Personality Development and Tour Guiding Workshop**