

**JOHN**

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**CAREER OBJECTIVE:**

Seeking employment for a career shift which will allow me to grow professionally, while being able to utilize my strong organizational, educational, technical and exceptional skills in the field of administration of hospitality management, tourism industry and related business management sectors.

**DESIRED POSITION:** Administrative Staff Member/Office Team Member/Accounting AssistantCustomer Service Representative

**PERSONAL DATA:**

Age:

Birth date:

Civil Status:

Nationality:

Visa Status :

27

March 25, 1990

Single

Filipino

Visit Visa

**WORK EXPERIENCE**

* Pastry Assistant Commis II/ Secretary Henann Resort Bohol

Alona Beach, Tawala, Panglao, Bohol, Philippines April 15, 2015- February 15, 2017

* Accounting Asset Management Special Audit/Reporting Team Crown Regency Hotels and Towers

Osmeña Blvd, Cebu City, Philippines November 10, 2014 to March 25, 2015

* + Front Office Practicum Trainee Harmony Hotel

Danao, Panglao, Bohol, Philippines July 25, 2014-October 5, 2014

* Freelance Events Host/Events Coordinator
  + Choreographer/Dance Teacher Up to present
    - Office Clerk Summer Job Dauis Municipal Hall

Poblacion, Dauis, Bohol, Philippines May 1, 2010 to May 31, 2010

**DUTIES AND RESPONSIBILITIES:**

* Secretarial duties, Plotting of Schedule and decision making.
* Attend daily meetings in behalf of the Head of Pastry or upon request.
* Monitor and request stocks and supplies to be needed in the operation daily.
* Do stock transfer inventory daily.
* Check and review Banquet Event Order (BEO) for group functions and events.
* Cake artist
* Make whole cakes to be displayed in two outlet restaurants.
* Provide pastries and desserts for group functions.
* Provide pastries and desserts for lunch and dinner buffet every day.
* Stationed during breakfast buffet for bread and dessert refill for almost 600-800 pax/day.
* Answers guest’s queries about the pastries served.
* Handles guest’s complaints.
* Stationed during group functions for dessert refills and pulling it out right after.
* Making desserts for VIP guests.
* Maintaining the cleanliness and orderliness of the pastry section.
* Trains, leads and guides newly hired Pastry assistants.
* Manned in the buffet area when needed and pulling out of desserts right after.
* Set up buffet areas.

**EDUCATIONAL BACKGROUND:**

Cristal e- College

Tawala, Panglao, Bohol, Philippines

2011-2015

Bachelor of Science in Hotel and Restaurant Management

**Departmental Scholar/Dean’s Lister**

**Cristal e- College Supreme Student Council Vice-President**

Holy Name University

Jansen Heights Dampas Dist. Tagbilaran City, Bohol, Philippines 2007-2009

Bachelor of Science in Nursing

**Dean’s Lister**

Dr. Cecilio Putong National High School

CPG Ave. Tagbilaran City, Bohol, Philippines

2003-2007

**Bukang Liwayway Dance Troupe Vice President Performing Artist of the Year**

**SKILLS/SEMINARS/WORKSHOPS/TRAININGS ATTENDED**

Hospitality Industry Training Solutions

August 18, 2015

Henann Resort Bohol

Tawala, Panglao, Bohol, Philippines

I Transform - Young Leaders Convention B.E.S.T. Visayas Wave

September 15-16, 2012

Bohol Cultural Center

CPG Ave. Tagbilaran City, Bohol, Philippines

Bartending NCII

TESDA

October 27-28, 2012

Cristal e- College

Tawala, Panglao, Bohol, Philippines

Food and Beverage NCII

TESDA

October 27-28, 2012

Cristal e- College

Tawala, Panglao, Bohol, Philippines

Leadership Seminar

June 12-13, 2012

Cristal e- College

Tawala, Panglao, Bohol, Philippines

Commercial Cooking NCII

TESDA

March 23-24, 2012

Cristal e- College

Tawala, Panglao, Bohol, Philippines

**OTHER SKILLS AND QUALIFICATIONS**

 Proficiency in English Language

 Computer Expertise (Microsoft Word, Excel, PowerPoint)

 Opera

 Events Management and Hosting

 Customer Service

 Guest Relations

 Internet Savvy

 Leader