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 **WILLIAM**

**WILLIAM.373496@2freemail.com**

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| **Objectives** |

To obtain a position as a team player in a people-oriented organization where I can utilize my excellence and skills in hotel and restaurant management; to strengthen my organizational skills; adapt and adjust in a challenging environment which will help me make a positive contribution to the company help me in achieving my personal goals in terms of client and co-worker relationship; and develop my skills and knowledge in my chosen field.

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| **Personal Information** |

**Date of Birth:** 11 March 1992

**Place of Birth:** Davao City, Philippines

**Age:** 25 years old

**Gender:** Male

**Civil Status:** Single

**Citizenship:** Filipino

**Religion:** Catholic

**Height:** 5’7”

**Weight:** 65 kg

**Language Spoken:** English, Tagalog and Visayan

**Visa Status:** Residence Visa

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| **Educational Background** |

* **College**: - Philippine College of Technology

 *2- year Hotel and Restaurant Management* (2013)

 - University of Immaculate Conception

 *BS in Information Technology* (2009)

* **High School**: - Ford Academy of Arts Inc. (2009)
* **Elementary:** - Ford Academy of Arts Inc. (2005)

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| **Trainings, Seminars and Certifications** |

* **National Certificate II in Commercial Cooking**

Technical Education and Skills Development Authority (TESDA)

April 22, 2013

* **Philippine Airlines Seminar**

Insular Waterfront Hotel, Davao City

November 12, 2012

* **Front Office Seminar**

Philippine College of Technology

Davao City

* **Certificate of Training for Flower Arrangement**

Philippine College of Technology

Davao City

 **Work History**

**March 2014 – present Kids Café**

**Jumeirah Lakes Towers Cluster Y**

 **Dubai, United Arab Emirates**

* Have a detailed familiarity of our restaurant
* Distribute professional, courteous, and efficient service to our Guests
* Welcome Guests and build rapport by asking questions and initiating conversation
* Present offers by using suggestive selling strategies (daily specials, cocktails, appetizers, entrees, desserts, and after dinner beverages)
* Follow strict table service procedures with excellent quality of service
* Pre-bus and maintain tables
* Complete assigned side work and duties
* Present Guests their check and settle payment
* Practice teamwork by helping co-workers
* Train and guide other *Servers*as requested by your Manager
* Perform other tasks as assigned by your Manager

**July 15, 2013 – September 12, 2013 Food & Beverage attendant**

**Waterfront Insular Hotel Davao**

* Answer phones professionally
* Respond to customer inquiries
* Attending to customer’s needs
* Doing research

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| **Skills and Interests** |

* Computer Literate (Microsoft Word, Excel, PowerPoint, and Internet)
* Good Communication and Interpersonal Skills
* Dynamic and flexible
* Capable of handling different types of people
* Proficient in both oral and written and oral communication skills in English
* Efficient, hardworking individual and can work with the least supervision
* Poses Computer skills- Microsoft Office and use of Internet
* Fast Learner
* Can adapt on certain situations.