**MICHELLE**

Email: michelle.380643@2freemail.com

**Position Applying for: Stewardess / Housekeeping**

**Certificate of Competence and Trainings attended:**

* SHIP’S CATERING SERVICES NC I - March 5 - 10, 2018
* MESSMAN / STEWARD COURSE - March 12 – 13, 2018
* HOUSEKEEPING COURSE - March 14, 2018

All Seafarer trainings/certificatesand documents are valid and up to date, references will be providedupon your request.

**Summary of Work Experiences:**

**COMPANY: REALSHIP YACHT RENTALS CORP.**

**POSITION: STEWARDESS**

**DURATION: January 2017 – February 2018**

* Professional work experience as Stewardess/Housekeeping in a 70ft yacht with 50 pax capacity
* Responsible for the everyday smooth operation of the boat’s interior department.
* Housekeeping services, laundry procedures and wardrobe management, food and

Beverage service and clean up and entertaining.

* Providing valet services and overall guest care.
* Protecting, maintaining and caring for valuable interior items and surfaces.
* Creative planning and quality services of theme dinners and occasional guest parties.
* Writing and updating all interior manuals and guest information documents.
* Assuming full responsibility for certain onboard safety tasks in an emergency.

**COMPANY: WORKERS JANITORIAL AND MANPOWER SPECIALIST INC.**

**POSITION: HOUSEKEEPING ATTENDANT**

**DURATION: October 2015 – October 2016**

* Enters and prepares the room for cleaning.
* Makes bed setting.
* Replenishes the guestroom and bath supplies.
* Checks and secures the rooms.
* Replenish amenities according to the operational standards.
* Ensure security of guest rooms and privacy of guests.
* Perform rotation cleaning duties.
* Responsible for the cleanliness and maintenance of his/her work area.
* Attends to guest calls, guest request / guest complaints in the area assigned.
* Responsible for achieving and exceeding the guest satisfaction score.

**COMPANY: MEGAWORLD CORPORATION**

**POSITION: EXECUTIVE SECRETARY** January 2015 – August 2015

**OFFICER IN CHARGE** May 2013 – January 2015

**ADMINISTRATIVE ASSISTANT** August 2013 – May 2013

**COMPANY: SEARCHERS & STAFFERS CORP.**

**POSITION: RECEPTIONIST – HR Dept.** November 2011 – May 2012

 **TEAM LEADER TEL. OPERATOR**July 2010 – November 2011