**Aron Darlene C. Roque**

BurjumanDubai, United Arab Emirates

Email : roque.381301@2freemail.com

**Position Applied: Customer Service/Receptionist**

**Objectives**

To be part of your company as an employee where I can efficiently contribute my skills and abilities to the growth of organization and build my professional career

**Professional Work Experience**

**Position** : Staff **Assistant SY 15 Jan. 2016- 30 Jan. 2018**

**Company : Helen Keller School**

**Address** **:** 294 San Sebastian St. Corner Bayuga,Pob.East

Science City of Munoz Nueva Ecija Philippine

**Duties and Responsibilities:**

* Act as main contact person.
* Answering phone calls and inquiry.
* Filing documents
* Screening telephone calls, enquirers and request and handling them when appropriate;
* Meeting and greeting visitors at all levels of seniority;
* Organizing and maintaining diaries and making appointments;
* Dealing with incoming email, faxes and post and outgoing company bills ect.
* Ensure daily records are maintained that can readily provide current, accurate and accessible information for everyday issues.

**Personal Skills**

* Computer Literate

 MS Word, Excel & PPT

* Good communication in English
* Able to work under pressure
* Proactive attitude towards work.

**Educational Background**

**College**

 **Hospitality & RestaurantServices 2014-2017**

 **STI San Jose**

 **San Jose City, Nueva Ecija**Philippines

**Training & Seminars attended:**

**NC II Tour Guiding**

STI College San Jose

A O PascualCor, Rizal St.

San Jose City, Nueva EcijaPhilippines

**NC II Cookery**

STI College San Jose

A O Pascual Cor., Rizal St.

San Jose City, Nueva Ecija Philippines

**NC II F&B**STI College San Jose

A O PascualCor, Rizal St.

San Jose City, Nueva Ecija Philippines

**NC II Bartending**STI College San Jose

A O PascualCor, Rizal St.

San Jose City, Nueva Ecija Philippines

**Stay & Learn Program**

Food & Beverage Kitchen & service operation

Harvest Hotel, Cabanatuan City Philippines

**Stay & Learn Program**

Current Trends in Hospitality Industry, Housekeeping & Front Office

Harvest Hotel, Cabanatuan City Philippines

**21th STI National Youth Convention**

STI College San Jose

Baguio City convention Center Philippines

**On-the-job-training**

Food & Beverage, and Housekeeping Department (300 hours Duties)

Harvest Hotel, Cabanatuan City Philippines

**Personal Data**

Nationality : Filipino

Language Spoken : English / Tagalog

Passport Number : P5367803A

Visa Status : Tourist

**REFERENCES :** Available upon request

I hereby certify that all data herewith are true and correct to the best of my knowledge