**KRISTINE**

Email: [kristine-390447@2freemail.com](mailto:kristine-390447@2freemail.com)

Visa Status: Visit Visa

**Objective:** To bring my strong sense of dedication and motivation and to utilize my skills and qualification obtained through my experiences and knowledge.

**PERSONAL PROFILE:**

Birth Date: October 3, 1987

Age: 30 yrs.old

Birth Place: Los Baños, Laguna

Gender: Female

Height: 5’2

Weight: 68 kg

Civil Status: Married

Citizenship: Filipino

Religion: Roman Catholic

**EDUCATIONAL ATTAINMENT:**

**College: Bachelor of Science in Business Administration**

Major in Finance and Accounting Management

TRACE COLLEGE

El Danda St. Batong Malake Los Baños, Laguna

2008-2009

**Secondary: South Hill School Incorporated**

College Los Baños, Laguna

2003-2004

**Primary: South Hill School Incorporated**

College Los Baños, Laguna

1997-2000

Science and Technology School

Paciano Rizal Bay, Laguna

1996-1997

**WORK EXPERIENCES:**

**October 16, 2015 – September 1, 2018**

**Head Waitress *at MONTE VISTA RESORT, PANSOL CALAMBA LAGUNA, PHILIPPINES***

* Ensures the quality of food and it served with satisfaction of all the guest’s
* Accommodates customer complaints and handles them right away
* Checks if his/her co waiters do the SOP of the resort
* Supervises the team to achieve the best service for the customers
* Monitors if the waiters do the 3 minutes check and the 3 bucket system
* Time to time oversees to their operating procedures
* Performs the start and end of day process
* Double-checks the quality of the cleanliness of the area
* The one who trains newly hired waiter / waitress and make sure that the guest has a good experience with the service

**April 24, 2012-March 26, 2015**

**Treasury Assistant *at Waltermart Supermarket Inc. Ground floor, Olivarez Plaza Batong Malake Los Banos, Laguna***

* Accounts daily remittances of the cashiers
* Handles and safe-keep the company’s fund
* Deposits daily cash sales to the affiliated bank
* Performs audit of supplier’s invoice
* Reconciles sales variances reports
* Monitors cell card sales weekly, determines its accuracy and updates variance
* Relieves other staff members such as IT and counter checkers

**April 27, 2010- April 23, 2012**

**Counter Checker/ Treasury Reliever *at Waltermart Supermarket Inc. Brgy.Real Calamba, Laguna***

* Acted as team leader in the front end area
* Handled and processed corporate accounts
* Started and ended the cashier’s day process
* Processed discounts for seniors citizens and voided wrongly punched merchandise

**November 2008- March 2009**

**Student Assistant at *World Fish Center Los Baños, Laguna***

* Data Encoder

**April-May 2007**

**English Trainer *at Asian Mission Center UPCO College Los Baños, Laguna***

* Teach English language to Korean student nationals

**TRAININGS/SEMINARS ATTENDED:**

**NATIONAL CERTIFICATE II**

**Food and Beverage Service**

TRACE COLLEGE

El Danda St. Batong Malake Los Baños, Laguna

October 29, 2018

**NATIONAL CERTIFICATE II**

**Housekeeping**

Community General Hospital

San Pablo Laguna

October 23, 2018

**World Food Expo 2018**

SMX Convention Center Pasay City and World Trade Center

August 4,2018

**Basic Life Support Training**

Monte Vista Hotspring and Conference Resort

March 19, 2018

**Water Safety and Rescue and Basic Life Support**

Monte Vista Hotspring and Conference Resort

July 9, 2018

**Anti-Money and Laundering Act of 2001**

SM Corporate building F J.W. Diokno

Boulevard Pasay, Metro Manila

July 7, 2016

**AMLA and compliance Training**

Waltermart Corp. Building Quezon City

November 25, 2015

**Personal Effectiveness**

Waltermart Corp Building Quezon City

March 26, 2012

**The Praxis of Research in Tertiary Level**

Trace College

February 14, 2008

**Learning Exposure Program**

Calla Lily Hall Oxford Hotel, Clarkfield Pampanga

October 4, 2007

**Microsoft Office Specialist Test**

Trace College Center, Makati City

March 15, 2006

**Open Source: Desktop Solution**

Teatro Genuino, Trace College Los Banos, Laguna

September 27, 2005

**Disaster Management**

Trace College

September 24, 2005