**Michelle.363020@2freemail.com**

**MICHELLE**

**QUALIFICATION**

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Bachelor of Science in Hotel and Restaurant Management, having good interpersonal and communication skills and manages multi-tasking skills effectively. Sociable, cheerful, hardworking and responsible person. I can handle public’s needs with care and consideration. Computer Literate.

**OBJECTIVE**

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To secure a mid-level position where I can learn while delivering my potential skills of hospitality towards the development of the organization. making snap decisions that put the customer first, and working with a team will allow me to thrive in such an environment.

**SUMMARY**

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* Profile: Female,21,Single
* Nationality: Filipino
* Current Location: Al Dubaiba,Burdubai
* Passport no.EC8445470
* Visa Type:Visit Visa

**WORK EXPERIENCE**

RECEPTIONIST

April 16, 2016-January 30, 2017

IRIGA PLAZA HOTEL

Iriga City, Camarines Sur Philippines

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.Maintains security by following procedures; monitoring logbook; issuing visitor badges.
* Responsible on guest complains.and request.
* Greet, assist and/or direct students, visitors and the general public.
* Provide information about establishment, such as location of departments or offices, employees within the organization, or services provided.
* Maintain and update appointment calendars.
* Filing important documents, maintaining files, etc.
* Protect company rights by maintaining confidentiality of personal and financial information

**TRAINING AND SEMINARS**

September 27, 2013 Pizza Making

Iriga Ventures Inc. San Francisco Iriga City, Camarines Sur, Philippines

October 1, 2014 PROFESSIONAL WAITERING

 USANT FORUM Iriga City Camarines Sur, Philippines

 LATEST TRENDS IN GLOBAL TOURISM

 USANT FORUM Iriga City Camarines Sur, Philippines

 FINE DINING MANAGEMENT

 USANT FORUM Iriga City Camarines Sur, Philippines

October 2, 2014 BAKE and CAKE DECORATION

 USANT FORUM Iriga City Camarines Sur, Philippines

October 20, 2014 Hotel Operation Seminar

 Fort Ilocandia Resort Hotel

 Ilocos norte Philippines

October 23, 2014 Table Set-up focused on Formal Dining and Food Presentation

 Villa Immaculada

October 23, 2014 Career Orientation Seminar in the Cruise Line Industry

 Magsaysay Center for Hospitality and Culinary Arts

 3F Times Plaza Building, Un Avenue corner Taft Avenue, Ermita,

October 24., 2014 BAR EXPOSURE PROGRAM

 T.G.I.Friday’s Mall of Asia

October 24, 2014 Basic Front Office Operations Seminar and Sales & Marketing Seminar

November 21- BAY VENUE, at Hotel H2O

November 27, 2015 Actual Shipboard Training

 Apprenticeship-by-Training(APEX) Program

 M/V St. FRANCIS XAVIER

 Ermita Manila Philippines

December 2, 2015- On-the-Job Training

January 4, 2015 Food and Beverage

 Housekeeping

 Crown Regency Boracay Philippines

**EDUCATIONAL ATTAINMENT**

Graduated 2016 -BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT

 UNIVERSITY OF SAINT ANTHONY

 Iriga City Camarines Sur Philippines