



# KEESHIA

## OBJECTIVE

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To obtain a position that will allow me to utilize my managerial, organizational, and leadership skills and make contribution to the organization to the best of my ability.

## WORK EXPERIENCE

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### **TAKENAKA JV Construction**

ADMINISTRATIVE STAFF- FLEET SECTION  
FEBRUARY 2024 - PRESENT

### **CORPORATION Construction**

PURCHASING CLERK  
MARCH 2022 - FEBRUARY 2024

### **HOSPITALITY INSTITUTE OF AMERICA- PHILIPPINES INC**

ON THE JOB TRAINING  
FEBRUARY-MAY 2021

### **TAGORO'S ABUHAN NA MO DAGAN**

CASHIER AND SERVICE CREW  
SEPTEMBER 2019- MARCH 2020

## EDUCATION

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### **BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT UM TAGUM COLLEGE**

YEAR 2016-2021

### **CARMEN NATIONAL HIGH SCHOOL**


PUROK 6, ISING, CARMEN, DAVAO DEL NORTE  
YEAR 2011-2015


### **CARMEN CENTRAL ELEMENTARY SCHOOL**

PUROK 16, ISING, CARMEN, DAVAO DEL NORTE  
YEAR 2005-2011

## CONTACT

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 406902-  
keeshia@gulfjobseeker.com

 DAVAO DEL NORTE

## SKILLS

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- Team Work
- Time Management
- Leadership
- Verbal & Written

Communication

## OTHERS

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- Food and Beverage Service NCII  
Passer
- Housekeeping NCII Passer
- Excellent guest, customer and  
employee relation skill's
- Strong ability to provide effective  
leadership and goal setting skills
- Excellent organizational and  
time management skills
- Excellent proactive attitude  
towards work

## **TRAINING/SEMINARS ATTENDED**

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### **PRE-EMPLOYMENT SEMINAR FOR LOCAL APPLICANT (PESLA) SEMINAR**

UM TAGUM COLLEGE SEPTEMBER 2019

### **CROWD AND CRISIS MANAGEMENT AND EMERGENCY DISASTER READINESS**

UM TAGUM COLLEGE MAY 2019

### **UM CULINARY FESTIVAL**

UM TAGUM COLLEGE MARCH 2019

### **FLORAL FOCAL CENTERPIECE**

UM TAGUM COLLEGE FEBRUARY 2017

### **ANNUAL SKILLS VENUE**

UM TAGUM COLLEGE DECEMBER 2015

## **CHARACTER REFERENCES**

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### **ENGR. REYNANOVIE EDAYAN-FALLERA**

· OUTSOURCING SUPERVISOR

### **DR. REYDEN LYN E. PIQUERO**

· MASTER TEACHERII

### **ENGR. CHRISTIAN ARIS FALLERA**

· PLANT HEAD

I hereby certify that the above information is true and correct to the best of my knowledge and belief.