

JANE S. DOE

Unit 2010 Park Royale Condominium,
Julia Vargas Street, Ortigas Center,
Pasig City, Philippines

Photo Here

Tel: +(632) 713-2222 Nationality: Filipino Height: 5'5
Mobile: +(632) 917-888-8888 Date of Birth: August 10, 1988 Weight: 120 lbs.
Email: jane.doe@yahoo.com Place of Birth: Quezon City, Philippines Sex: Female

OBJECTIVE To gain experience and exposure in the hospitality industry, to improve my skills and increase my knowledge so as to be able to apply these in my chosen career path

EDUCATION **2002-2006.**
Miriam College High School, Loyola Heights, Quezon City, Philippines

2006-Present: Enderun Colleges, Philippines

BS International Hospitality Management, Major in Hotel Administration & Culinary Arts

Relevant Courses: HRM 103 (Front Office Procedures), HRM 104 (Housekeeping Procedures), F&B 103 (Beverage Management), F&B 101 (Hygiene & Sanitation), Foreign Language (Basic and Pre-Intermediate French) and F&B 102 (F&B Service Procedures)

Dean's List Awardee, ServSafe Certified

INDUSTRY-RELATED EXPERIENCES 2007, Banquet and Catering Services (HRM 110)
Bookkeeper for the Team Events (Events planning and execution)

2007, Manilas Best Kept Restaurant Secrets Book Launch, Manila, Philippines. *Receptionist*

2007, Wack-Wack Plaza Event, Mandaluyong City Philippines.
Volunteer for restaurant set-up and food and beverage service

2007-2006, Restaurant 101, Pasig City, Philippines
F&B Server at Restaurant 101 once a week for one semester.

2007, Offsite Catering in the British Ambassador's residence.
Set up volunteer and Food and Beverage Service Assistant

INTERNSHIP EXPERIENCE March 2008-May 2008
Makati Shangri-La Hotel
Concierge

EXTRA-CURRICULAR ACTIVITIES 2007, Member, Enderun Food and Wine Society
2005, Student Council Officer

**SKILLS &
INTERESTS**

Task-oriented, diligent, flexible, punctual and responsible
Efficient oral and written communication skills
Actively participated and became a leader in many group activities
and contests.

Languages:

Filipino	Fluent
English	Fluent
French	Basic
Spanish	Basic

PC Knowledge:

Proficient in MS Office, Online Research, Good Typing Skills