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***Objectives***

Seeking for employment that allows me to grow professionally, while being able to utilize my skills for betterment of the organization with the best use determination and resourcefulness of dedication.

***Professional Summary***

* Completed a degree in Bachelor of Science in Hotel and Restaurant Management.
* Knowledge, training and experience in office administration, hotel management, event coordination and customer service.
* Skilled in Computer Office Software/Applications (MS Word, Excel, PowerPoint, and Outlook).
* Ability to learn and understand new developments in short period of time.
* Can work independently and as a part of a team.
* Committed to the highest standard excellence in work; is ab le to handle pressure; meets deadline without compromising quality.
* Can easily get a job done without prompting or supervision; reliable, punctual and trustworthy.

***Work Experience***

**Wendy’s -UAE (November 2017- November 18, 2019)**

* Assigned as Cashier in the restaurant.
* Assigned as Food server attendant and waitress in the restaurant.
* Answering telephone calls and queries.
* Responding to the customer complaints and request.
* Preparing and checking the order for the delivery.
* Follow up and follow through deliveries by calling customers.

**Santa Clara Hotel-Philippines (December 2015 – December 2016)**

* Assigned as Receptionist in the hotel.
* Greeted visitors and provided required information
* Answered and forwarded phone calls
* Updated mailing lists
* Maintained cleanliness of the reception area

**Additional Capabilities**

* Excellent analytic and problem-solving skills
* Written and verbal communication
* Multicultural awareness
* Exceptional work ethics

***Education***

***Graduate***: College Bachelor Degree

Bachelor of Science in Hotel and Restaurant Management

AMA Computer Learning Center – Philippines

School Year 2012-2015

***Seminars/ Convention Attended***

"Innovation in Tourism and Hospitality Industry for Global Competency"

Conducted by: Regent Hotel, Naga City, Philippines

Date: August 2015

"Quantity Management System Awareness ISO 9001:2000"

Conducted by: Regent Hotel, Naga City, Philippines

Date: June 2015 Personal Information

***Personal Information***

**Date of Birth**: 10 Oct 1995

**Age**: 24 yrs. old

**Sex**: Female

**Status**: Single

**Nationality**: Filipino

**Language Spoken**: Tagalog , English

**Hometown**: Bicol – Philippines

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

***Christine D. Espares***

***Applicant***