

ALETHEA CHARISSE C. ONA

B21 L34 Deca Homes, Brgy. Balele
Tanauan City, Batangas, 4232
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(0997) 6019 751



CAREER OBJECTIVES:

To be a part of a company where I can showcase and enhance my knowledge, skills and talents towards my pursuits for long-term career growth possibilities.

EDUCATIONAL ATTAINMENT:

- **Bachelor of Science in Hotel and Restaurant Management**
June 2010 - March 2013
Polytechnic University of the Philippines
Sto. Tomas, Batangas Campus
Philippines
- **Bachelor of Science in Hotel and Restaurant Management**
June 2013 – May 2016
STI College Tanauan City, Batangas
Philippines

TECHNICAL AND QUALIFICATION SKILLS:

- Knowledgeable in Microsoft Office application and other applications
- Strong interpersonal skills
- Ability to work under pressure
- Adaptive and fast-learner
- Ability to self-study
- Strong-willed and productive
- Can multi-task
- Excellent communication and guest/employee relations skills.
- Excellent proactive attitude to work.
- Great ability to promote excellent quality, customer service, cleanliness and safety.

WORK EXPERIENCE:

- **HR/Admin Staff**
STANDARD UNITS SUPPLY PHILLIPINES CORPORATION (start-up company)
Bldg. R1-D, Lot 13, Ph1B, FPIP SEZ1, Tanauan City, Batangas
September 2018 up to February 14, 2020
- **HR/Admin Staff**
CEPOL Services
Bugtong na Pulo, LipaCity, Batangas
July 2016 up to July 05, 2018
- **Receptionist - NESTLE Tanauan**
September 2015 -March 2016
- **Trainee**
March 2016 – June 2016

L'auberge Casino and Resort
777 Lauberge Ave., Lake Charles, LA, USA 70607
Guest Room Attendant
4 months

DUTIES AND RESPONSIBILITIES:

- Trained in Housekeeping Operations
- Trained in inspecting cleaned rooms
- Trained in interacting guests with different nationalities

- **Trainee / On the Job Training**

March – June 2015
STI College Tanauan
Tanauan City, Batangas
300 hours – Front Office Staff

DUTIES AND RESPONSIBILITIES:

- Trained in Front Office Operations
- Trained in Marketing procedures by call and text blasting
- Assigned for inventory

- **Trainee / On the Job Training**

March – June 2014
The Palms Country Club
Filinvest City, Alabang
300 hours --

DUTIES AND RESPONSIBILITIES:

- Trained as a Food and Beverage Attendant in Asiana, Poolbar, and Strikes F&B outlets
- Assigned for office works in Food and Beverage Department
- Trained as a cashier for billing out in Asiana outlet

PERSONAL DATA:

Birthday:	March 6, 1995	Nationality:	Filipino
Sex:	Female	Height:	5'1 ft.
Civil Status:	Married	Weight:	48kgs.

Age: 25 years old

CHARACTER REFERENCE:

ABIGAIL MARIE B. FLORES
Purchasing/Admin Staff
0955 015 7476

CHRISTINE A. ALINTANAHIN
IMPEX Supervisor
0916 778 0850

I hereby certify that the above information given are true and correct as to the best of my knowledge.

Applicant's Signature

