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**OBJECTIVE:**

To seek a fulfilling career in hospitality industry a company that will allow me to fully contribute my knowledge and skills in giving a good and quality service that will also help me to improve my ability and learn more about the industry.

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**SUMMARY OF QUALIFICATIONS:**

- Can communicate using English language.
- Trainable and willing to learn a lot to improve my skills.
- Can easily adapt in the daily routine and culture of a place.
- Knowledgeable in Front desk Operation
- Knowledgeable in Microsoft office (power point, MS Word, Excel)

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**EDUCATION:**

College Level:

Course: BS Hotel and Restaurant Management

Inclusive Dates: 2011-2015

Name of College / University: Our Lady of Fatima University

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**WORK AND OTHER RELATED EXPERIENCES:**

Company Name: Hotel Rembrandt

Inclusive Dates: April 2, 2013 – May 14, 2013

Duties and Responsibilities: Sales and Marketing Department (OJT)

Company Name: Cacao Hotel

Inclusive Dates: June 24 ,2014 – August 24,2014  
Duties and Responsibilities: Front Desk Associate

Company Name: Holiday Inn Express USA  
Inclusive Dates: April 24 2015- Present  
Duties an Responsibilities: Front Dest Associate

Company Name: Acquire Asia Pacific  
Inclusive Dates: January 27 2017 – August 10, 2018  
Duties an Responsibilities: Customer Service Representative

## **AWARDS, AFFILIATION & ACHIEVEMENTS:**

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**SKILLS** *(Cooking, Baking, Food Service Operations, Cocktail Mixing, Table service set-up, Organized, Multitasking, Communication skills, Flexible, Work under pressure, Attention to details, handling guest needs, trainable, easy to learn, willing to learn, responsible , hard working)*

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## **TRAINIGS ATTENDED:**

**IHG-Rewards Club the Fundamentals OPERA | 01-07-2016 Virginia USA**  
**Loyalty Champion , OPERA | 01-08-2916 Virginia USA**  
**OPERA 5.0 PMS training - Advanced Cashiering | 01-10-2016 Virginia USA**  
**OPERA 5.0 PMS training - Advance Profile Management | 01-10-2016 Virginia USA**  
**OPERA 5.0 PMS training - Advanced Reservation |01-04-2016 Virginia USA**  
**OPERA 5.0 PMS training - Advanced Rooms Management | 01-11-2016 Virginia USA**  
**OPERA 5.0 PMS training - Basic Cashiering | 01-03-2016 Virginia USA**  
**OPERA 5.0 PMS training - Basic Reservations | 01-03-2016 Virginia USA**  
**OPERA 5.0 PMS training - Cashier Functions | 01-03- 2016 Virginia USA**  
**OPERA 5.0 PMS training - End of Day Essentials | 01-12-2016 Virginia USA**  
**OPERA 5.0 PMS training - Front Desk Arrivals | 01-03-2016 Virginia USA**  
**Welcome Experience and Anywhere Check-In OPERA | 01-11-2016 Virginia USA**  
**OPERA Version 5.0 – Night Audit | 01-12-2016 Virginia USA**  
**OPERA 5.0 PMS training- Updating Reservation | 01-04-2016 Virginia USA**  
**OPERA 5.0 PMS training- Profile Management | 01-11-2016 Virginia USA**  
**OPERA 5.0 PMS training- Miscellaneous Function | 01-04-2016 Virginia USA**  
**OPERA 5.0 PMS training- Introduction to OPERA | 01-03-2016 Virginia USA**  
**OPERA 5.0 PMS training- Guest Departures | 01-03-2016 Virginia USA**  
**2- Loyalty Connect | 01-08-2016 Virginia USA**  
**3-IHG Rewards Club Compliance Assessment | 01-08-2016 Virginia USA**

## **Reference :**

Kimberly Armstead | HMP Vice President | 757.229.9650