

# NICOLE R. SAZON

Address: Ilaud Pob., Barotac Nuevo, Iloilo, Philippines

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**OBJECTIVE:** Seeking for a challenging position and healthy work environment that effectively utilizes my skills, experience, and knowledge for the growth of an organization leading to personal and professional development.

## EDUCATIONAL BACKGROUND

**Tertiary:**           **Bachelor of Tourism**  
June 2011- April 2016  
West Visayas State University

### Major Subjects Taken:

- Principles of Tourism
- Culinary Arts
- Tourism Practices 1&2
- Tourism Promotions and Marketing
- Housekeeping and Front Office Management
- Advanced Food and Beverage Procedure
- Human Resource Management
- Land, Air, Sea Travel Management
- Travel and Tour Agency Management
- Food and Beverage Service Operation
- Principles of Safety, Hygiene and Sanitation

## PROFESSIONAL WORK EXPERIENCE

### Owner / Self Employed

#### Zavi's

Barotac Nuevo, Iloilo, Philippines

June 2015 - Present

### Duties and Responsibilities:

- Providing solution to business challenges.
- Contributing positively to the economy of the country by providing private sector employment opportunities.
- Portray products and services to the right audience through the creation of advertising campaigns.
- Take advantage of the social media, live advertising events, and other publicity media to promote products or services.
- Make trips to make the purchase of important inventory.
- Make a viable feasibility assessment of the business to check its chances of success.
- Offer important lectures and presentations to clients concerning company products.

**Barista**

Starbucks Philippines  
Iloilo City, Philippines  
May 2016 – 2017

**Duties and Responsibilities:**

- Prepares all types of house and promotional beverages from coffee, tea, and iced drinks.
- Follow company recipes and procedures in preparation of food.
- Manages and oversee all brewing equipment and other machines.
- Conducts end of day and end of month inventory.
- Ordering, receiving and distributing stock supplies.
- Receiving and processing customer payments
- Cleaning the pastry kitchen, utensils and equipment on or after shift.
- Attend to requests, comments, and concerns from customers.

**Barista**

Starbucks USA  
Maine, USA  
February – June 2014

**Duties and Responsibilities:**

- Preparing and serving hot and cold drinks such as coffee, tea, artisan and specialty beverages.
- Cleaning and sanitizing work areas, utensils and equipment.
- Cleaning service and seating areas.
- Describing menu items and suggesting products to customers.
- Servicing customers and taking orders.
- Manages excellent cash handling.

**PROFESSIONAL CAREER DEVELOPMENT****Ticketing Officer**

**BN Travel and Tours**  
Barotac Nuevo, Iloilo  
July 2015 – January 2016  
On-the-Job Training (600 Hours)

**AMADEUS Seminar**

John B. Lacson Foundation Maritime University  
Molo, Iloilo City  
September 20, 2014  
Iloilo City

**Flight Cabin Crew Course- Job**

Orientation Program  
Wings Institute of Global Careers Inc.  
September 19-21 2013  
Paranaque City

**The Promenade - Days Hotel Iloilo**

October 2013- January 2014  
On-the-Job Training (200 Hours)

**Uncle Tom's Restaurant**

On-the-Job Training (200 Hours)  
July 2013- September 2013  
Diversion Road, Iloilo City

**Sarabia Manor Hotel and Convention**

On-the-Job Training (200 Hours)  
December 2012 - March 2013  
Gen. Luna St. Iloilo City

## Personal Attributes:

- Great communication skills
- A happy, friendly personality
- Customer service skills and knowledge
- High level of attention-to-detail
- Good level of literacy and numeracy
- Eager to develop skills and knowledge
- Adaptable to change and willing to embrace new ideas and processes
- Ability to work unsupervised and deliver quality work
- Positive and approachable manner
- Team player qualities

## Personal Profile:

Date of Birth: October 1, 1994

Age: 26-year-old

Sex: Female

Civil Status: Single

Height: 5'5"

Weight: 73 kilograms

Citizenship: Filipino

Religion: Christian

## REFERENCES:

### **Monithor Belgera**

Hospitality & Tourism Consultant

Life Coach & Educator at Bridge

Hospitality Inc.

General Manager – Hotel Del Rio Iloilo

09175429808

### **Richard Flores**

District Manager

Starbucks Philippines

0956918020

### **Ma. Aurora Belonio**

Pastor, Motivational Speaker, & Life Coach

09998803036

### **Billy Lumogdang**

Store Manager

Starbucks Philippines – SM Bacolod

09773330652

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