



Jennelyn D. Doromal

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Objectives

I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

Skills Summary

- ✓ Responsible and Dependable in any assigned position
- ✓ Good Organizational and Public speaking skills
- ✓ Maintaining Interpersonal Relationship
- ✓ Goal Oriented
- ✓ Enthusiastic

Professional Trainings and Experience

SUMMA Foods Corporation (Dunkin Donuts) Iloilo, Philippines
Cashier / Waitress (July 2013-February 2014)

- Check with costumers to ensure that they are enjoying their meals and take actions to correct any problems
- Take orders from customers for food and beverages.
- Inform customers of weekly and monthly specials.
- Serve foods and beverages to customers.
- Clean tables and counters after customers have finished
- Collect payments from customers

Green Mango Food Corp. Iloilo, Philippines
Cook (March 2012-August 2012)

- Performs any combination of following duties to maintain kitchen work areas and restaurant equipment and utensils in clean and orderly condition
- Segregates and removes trash and garbage and places it in designated containers
- Garnish and decorate dishes in preparation for serving.
- Prepares reports, such as supplies stocks inventory and shortages.
- Accept delivered stocks and ensure proper amount is inside.

Callbox Sales and Marketing Solutions – Marketing Department Iloilo, Philippines
Email Marketing Specialist (July 2014-present)

- Ensure marketing message is conveyed clearly and delivered properly to prospects.
- Ensure messages are sent in proper form and template.
- Send messages to those who have opted in for messages.
- Follow up on interested respondents.

Apprenticeship-By-Experience (Superferry 12 & Superferry 02)

Housekeeping Department/F & B Department (November 5 and 10, 2010)

- Maintains a professional appearance with a positive attitude and is adaptable and flexible.
- Cleaning of rooms, lobby and common areas.
- May perform similar duties as requested by supervisor.

In-Campus Practicum (Villa Sagrado Practicum Center)

Housekeeping Department/F & B Department (August-October 2010)

- Acknowledges and greets guests in public spaces with a warm, friendly greeting.
- Perform quality cleaning to meet required standards within set time limits.
- To welcome bar/lounge guests and take their orders
- To ensure the guests receive high quality services and service provision
- To keep the bar/lounge area clean and tidy

Off-Campus Practicum (Smallville21 Hotel Iloilo City)

Room Attendant (November 20 – December 29, 2010)

- Working carefully within the minimum time
- To be responsible for the linen and equipment supplied for his or her use
- To ensure that brand standards and procedures are applied
- Organization and thoroughness: preparing bedrooms in the minimum length of time whilst respecting internal hotel procedures

Seminars Attended

- **Culinary Demonstration**
The Maya's Kitchen Culinary Arts Center
November 9, 2010
- **Lecture on Housekeeping and Food & Beverage**
Crown Regency Hotel, Suites and Residence, Cebu City
November 2, 2010
- **Cold Kitchen Preparation and Demonstration**
Our Lady's Hall Colegio del Sagrado Corazon de Jesus
Gen. Hughes St. Iloilo City
February 15, 2008
- **Food Safety and Sanitation "Pest Control"**
Our Lady's Hall Colegio del Sagrado Corazon de Jesus
Gen. Hughes St. Iloilo City
October 3, 2007
- **HRM @ 29th Harmonizing Effective Communication and Skills Innovation**
Our Lady's Hall Colegio del Sagrado Corazon de Jesus
Gen. Hughes St. Iloilo City
February 14, 2008
- **Hotel and Restaurant Area Familiarization Tour and Lecture in Hotel Operations**
Sarabia Manor Hotel and Convention Center, Jordan Hall
Iloilo City, Philippines
December 7, 2007

Educational Attainment

BS Hospitality Management Colegio del Sagrado Corazon de Jesus(2007-2011)

Gen. Hughes St. Iloilo City, Philippines

Secondary

De Paul College

(2003-2007)

Jaro, Iloilo City

Primary

Baluarte Elementary School

(1997-2003)

Baluarte, Iloilo City

Character Reference

Ruby Illustre - Sia

Position: High School Principal

Company: Colegio del Sagrado Corazon de Jesus

Phone: (033)3369409 / 3374654

Email: cscj@dcphilippines.org

Eliza Napole

Position: Shift Manager

Company: Dunkin Donuts

Contact: 09487658574

Emerald Uy

Position: Marketing Team Leader

Company: Callbox Inc.

Contact: 09217454656

I hereby certify that the above statements are true and reliable.

Very truly yours,

Jennelyn D. Doromal

Applicant