

Human Resource Department

Dear Sir / Madam,

Good day!

I am writing this letter to express my interest in any office/admin position in your company. I was very familiar with the position for I was an Assistant Manager in Destination Hotel turning 3 years this year.

I graduated last 2012 with the degree of Hotel and Restaurant Management (HRM). I landed a job as a hotel housekeeper in Destination Hotel for 3 years(2014-2017) and got promoted as an Assistant Hotel Manager late 2017 up to present .In researching your company; I am particularly interested in office/admin position. My background as an Assistant Manager with the duties such as handling correspondence, training newly hired employees, task monitoring and doing paper works and reports will make me qualified for the position and allow me to contribute to your company's operation.

I look forward to discussing my qualifications with you in more details.

Attached herewith is the copy of my resume' for your review. Please let me know if you require any additional information. Thank you again for your time and consideration.

Sincerely,



Marinyl Gamboa

MARINYL A. GAMBOA

Stanford Suite, Brgy. Inchican Silang, Cavite

marinylgamboa7@gmail.com

+63921-307-1155/+63920-829-4261

SUMMARY: Team oriented person who consistency exceeds company objectives to secure guests satisfaction and loyalty by providing quality services.

EDUCATIONALBACKGROU

TERTIARY: University of Perpetual Help System GMA Cavite

Bachelor of Science in Hotel and Restaurant Management

2008-2012(Graduated)

EMPLOYMENT HISTORY:

Destination Hotel South Forbes

ASSISTANT HOTEL MANAGER

May, 2018 up to present

Job description

- Responsible for the day to day hotel operation.
- Responsible for ensuring high level of customer service and satisfaction.
- Effectively delegates jobs and responsibilities to hotel staffs.
- Supervising hotel operation to ensure profitability
- Managing people work with management personnel to set targets and ensures staffs welfare as well.

Destination Hotel Tagaytay

Housekeeping Attendant

December 2014- May 2017

Job description

- Preparing room arrivals
- Assisting guest with their luggage's upon arrival
- Doing housekeeping attendant's primary duties such as: make up room, turn down services and mending.
- Cleaning guest rooms
- Attending guest requests to ensure guests satisfaction
- Preparing housekeeping supplies
- Maintaining inventory supplies and keeping duty checklist updated.

Manila Toll Expressway System

Toll Teller

2012-2013(End of Contract)

Job description

- Collecting toll fees
- Providing cards to the motorist upon entry
- Collecting cards upon exit

QUALIFICATIONS:

- Ready to work under pressure and independently
- Possess good leadership skills
- Energetic, enthusiastic, positive and self motivated
- Good communication skills
- Hardworking
- Can adjust and work to any kind of environment
- Flexible, can perform multitasking

AWARDS AND ACHIEVEMENTS:

- **Leadership Awardees**
Bachelor of Science in Hotel and Restaurant Management
2012
- **Academic Excellence Awardees**
Bachelor of Science in Hotel and Restaurant Management
2012
- **Best in Hotel Practicum**
4th year
Bachelor of Science in Hotel and Restaurant Management
2012
- **Academic Awardees**
Bachelor of Science in Hotel and Restaurant Management
3rd year
2011
- **Academic Awardees**
Bachelor of Science in Hotel and Restaurant Management
2nd year
2010
- **Academic Awardees**
Bachelor of Science in Hotel and Restaurant Management
1st year
2009

TRAININGS AND SEMINARS ATTENDED:

- **Food Attendant(OJT)**
Molokai Grill, festival mall Alabang
On the job training 2009-2010
- **Room attendant (OJT)**
Days Hotel Tagaytay
On the job training 2011-2012
- **Apprenticeship-by-experience**
School onboard Learning Program
M/V Superferry
- **Fine Dining Management**
French and Russian Service
Cavite State University Indang Campus
August 15, 2009
- **Hotel Familiarization**
Diamond and Traders Hotel

REFERENCES:

Rowena Sobrevilla

Human Resource Manager

Destination Hotels & Resorts W

0905-475-1171/0995-678-9893

Jenny Rose Caraan

Front Office Supervisor

Destination Hotel Tagaytay

09051789437

I hereby declare that the above information's to the best of my knowledge are true and correct!



MARINYL A. GAMBOA

Applicant's signature