

**RACHEL M. DELA CRUZ**  
#41 Lower Brookside Baguio City  
09655337948  
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## **OBJECTIVE**

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To be able to learn more and share my knowledge & abilities to a company where I can be more useful and innovative.

## **WORK EXPERIENCE**

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Pharmacy Assistant  
Curamed Pharmacy  
Baguio City  
January 2021

### Job Description and Responsibilities

- Dispenses prescription medication and other medical products to patients under direction of licensed pharmacist. Counts pills, labels bottles, prices, and compounds medications to prepare prescriptions for patients as directed. Performs administrative duties, including answering phones, receiving and inputting prescription orders, operating cash registers, and restocking inventory. Gathers, organizes, and assesses patient information.

Food Server at a Banquet event  
Saint Louis University  
Baguio City  
November 2018

### Job Description and Responsibilities

- Greeting and seating customers. Promptly addressing any customer service issues and referring to management if and when necessary

Dining Crew  
Il-lengan Cafe  
Baguio City  
June 2018

### Job Description and Responsibilities

- Present restaurant menus and help customers select food/beverages. Deal with complaints or problems with a positive attitude. Take and serve orders

Food Caterer  
Montanosa Cafeteria  
Baguio City  
May 2017

### Job Description and Responsibilities

- Assisting with the preparation, serving of all meals and beverages to the customer.

## **SEMINARS AND TRAININGS ATTENDED**

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- National Certificate- II  
Food and beverage Services  
Chets Academy Holiday Supermarket Building, Bokawkan Road, Baguio City  
December 5, 2018
- Women Empowerment Through The Ages  
Saint Louis University  
April 14, 2018
- Zumba For A Cause And Pandesal Mosaic  
Saint Louis University  
April 8, 2018

- National Certificate- II  
Housekeeping Services  
Chets Academy Holiday Supermarket Building, Bokawkan Road, Baguio City  
December 11, 2017
- Biyahe ng SLU  
Saint Louis University  
April 24, 2017
- Agrarian Reform  
Saint Louis University  
November 24, 2016

## **EDUCATIONAL ATTAINMENT**

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Tertiary: Bachelor of Science in Hospitality and Tourism Management  
Major in Hotel, Restaurant and Resort Management  
School of Accountancy, Management, and Computing Information Studies  
Saint Louis University Maryheights Campus  
Bakakeng, Baguio City  
(2014-2020)

Secondary: Bauko Catholic School  
Poblacion Bauko Mountain Province  
(2010- 2014)

Elementary: Bana-ao Elementary School  
Bana-ao Tadian Mountain Province  
(2004- 2010)

## **SKILLS**

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- Good communication skill
- Can work under pressure
- Able to build relationships
- Able to work independently
- Time management

## **CHARACTER REFERENCES**

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**MA. Araceli D. Tambol, CGSP, MBA**  
Professor, HTM Department  
Saint Louis University  
09088142463

**Isabel M. Telio, CGSP, MBA**  
Professor, HTM Department  
Saint Louis University  
09058683587

**Aracelie A. Ostino, CGSP, MBA**  
Professor, HTM Department  
Saint Louis University  
09091878625

*I certify that all information provided as part of this resume is through and correct to the best of my knowledge.*