



DONNA MAY RAGONTON GODOY

CAREER OBJECTIVES

To render efficient to loyal and honest to the company

To gain high level of initiative and accept challenges

Good human relation communication skills

CONTACT

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EDUCATION

ABE International Business College Philippines

Bachelor of Science in Business Administration

Major in Marketing (YEAR 2010)

WORK EXPERIENCE

City Tower Hotel United Arab Emirates

YEAR 2012 – 2020

- Shared knowledge of menu items and flavors enabling customer to make personal decisions based on taste and interest.
- Maintain customer satisfaction with timely table check-ins to assess drink or other needs.

- Greeted new customer discussed special took drink orders and built immediate positive connection with guests.
- Checked identification to enforce age requirement for alcohol beverages.
- Collected payment for food and drinks served balance cash receipts and maintained accurate cash drawer.

Northern Luzon Drug Corporation Philippines

CASHIER

YEAR 2010 -2012

- Reviewed and resolved difference between accounting information and cash drawer.
- Reviewed weekly sales circulars and maintained price charges.
- Counted cash in register drawer to balance register at beginning and end of shift.
- Checking bills with counterfeit pens and examined coins.

SKILLS

- Work extremely even under pressure.
- Knowledge of computer related programs such as MS office word and Excel
- Good human relation and communication skills.

PERSONAL PROFILE

- Citizenship : Filipino
- Height : 5'5"
- Weight : 120 lbs
- Gender : Female
- Civil station : Single
- Language : English and Tagalog

DECLARATION

I hereby declare that the information given above and correct to the best of my knowledge.