

# JESSA F. UNABIA

Puro Magsingal Ilocos Sur

09959454275

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## OBJECTIVE:

To be able to apply and enhance the knowledge and skills that I've developed during my several years of learning, where there is a need for a variety of office management tasks including – computer knowledge, organizational abilities and business intelligence.

## EDUCATIONAL ATTAINMENT:

### Tertiary:

Bachelor of Science in Hotel and Restaurant Administration  
University of Northern Philippines  
Tamag, Vigan City  
SY 2012-2016

### Secondary:

Puro National High School  
Puro Magsingal Ilocos Sur  
SY 2008-2012

### Elementary:

St. Paul College of Ilocos Sur  
Bantay, Ilocos Sur  
SY 2002-2008

## SEMINARS ATTENDED:

Basic Culinary Cooking Demo and Diamond Hotel Ocular  
Diamond Hotel Philippines  
February 23,2013

Housekeeping Seminars with Hotel Familiarization Tour  
Hotel Luna Vigan City  
March 2, 2014

Basic Opera Training with the Guest Service Cycle Review  
City Garden Suites, Manila  
September 29-30,2014

Food Safety, Asian Cuisine and Basic Barista  
Boon Tong Kee, Tomas Morato Quezon City  
September 30,2014

**EXPERIENCE:**

Vigan Plaza Hotel  
November 15-February 2016 (On-The-Job-Training)

Katha Builders and Supplies  
Congressional Ave. Quezon City  
Office Staff – Finance Department  
September 2016-Present

**PERSONAL INFORMATION:**

Height:	5'8
Weight:	85kg.
Date of Birth:	August 18, 1995
Age:	26 y/o
Sex:	Female
Civil status:	Single
Nationality:	Filipino
Religion:	Roman Catholic

**SKILLS, KNOWLEDGE AND ATTITUDE:**

- Utilize work time and work productivity
- Hold personal values and belief as an ethical individual
- Willingness to learn
- Knowledgeable in Microsoft office Applications, specifically Word, Excel and Powerpoint
- Committed to the assigned task and active contributes knowledge, opinions and skills in making decisions along the team's objective.
- Provide Food and Beverage Services
- Perform Housekeeping Services

CHARACTER REFERENCE:

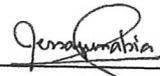
Melanie Castelo  
Puro National High School Principal

09778324309

Katharine T. Leoncio  
General Manager ( Katha Builders and Supplies )  
Congressional, Quezon City

09178277084

I hereby certify that the above information is true and accurate to the best of my knowledge



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Jessa F. Unabia