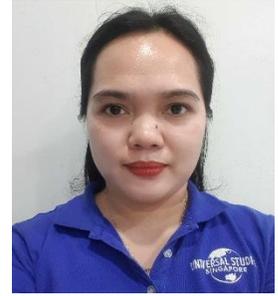


# VILLAME, JONALYN TIBOR

05-55 BLK.426, DRIVE 6 PASIR RIS, 510426

[jonalynvillame2019@gmail.com](mailto:jonalynvillame2019@gmail.com)

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## **OBJECTIVES**

To pursue a carrier in any field that will stimulate my interest, where I will be able to be moulded professionally and be part of a challenging company where I can apply my skill, utilize my knowledge and be able to create new ideas and continually learn new things and allow me to grow as an effective and efficiency.

## **SKILLS**

- Professionalism
- Customer focus
- Handling pressure and tolerating stress
- Computer literacy
- Guest service satisfaction
- Able to work flexible schedule
- Ability to stay calm under pressure
- Strong interpersonal skills
- Attention to detail
- Can work in team or an individual
- Initiative
- Time Management
- Confidence

## **WORK EXPERIENCE**

Date : February 01, 2020 up to January 31, 2023  
Company : AQUAGEM COMMUNICATION SERVICES, Maranding, Lala, Lanao Del Norte, Philippines  
Position : Store-In charge / Cashier

Date : July 03, 2015 up to December 15, 2019  
Company : MOTEL168 INC., Malate, Manila, Philippines  
Position : Front Desk Receptionist

Date : April 10, 2013 up to October 10, 2014  
Company : MEILUZ PLACE, Kapatagan, Lanao Del Norte, Philippines  
Position : Food Attendant / Service Crew

## **JOB DESCRIPTION**

- Responsible for every aspect of the day-to-day supervision of the store, including sales, staff, and stocks
- Dealing with customer queries and complaints
- Overseeing pricing and stock control
- Preparing promotional materials and display
- Inventory of the stocks
- Payroll of the staff
- Welcoming the guests as they arrive at the hotel
- Register and process guests check-in and check-out, issuing keys, and their perspective assigned rooms
- Answering guests incoming and outgoing calls
- Communicating with hotel staff on the status of guest rooms
- Handling cash payments
- Taking reservations by telephone or email

## **EDUCATIONAL BACKGROUND**

### **Tertiary**

North Central Mindanao Colleges  
Maranding, Lala, Lanao Del Norte, Philippines  
Bachelor of Science in Hotel and Restaurant Management  
02 June 2012 – 30 March 2015

### **Tertiary**

Southern Mindanao Colleges  
Pagadian City, Philippines  
Bachelor of Science in Hotel and Restaurant Management  
2009-2011 (Transfer)

### **Secondary**

Kapatagan National High School  
Kapatagan Lanao Del Norte, Philippines  
2002-2006

### **Primary**

Kapatagan East Central School  
Kapatagan Lanao Del Norte, Philippines  
1997-2002

## **PERSONAL BACKGROUND**

Age	:	33 yrs. old
Height	:	5'2
Civil Status	:	Married
Nationality	:	Filipino
Birth Date	:	February 18, 1990
Religion	:	Roman Catholic

## **CHARACTER REFERENCE**

**Mr. Richard Collao Magno**

ST. Engineering  
Aircraft Technician  
Contact No. 97719924

**Mr. Joseph D. Villame**

SIAEC  
Aircraft Technician  
Contact No. +65 8170 4315

**Mr. Wilbert S. Wong**

SATS  
Techramp  
Contact No. +6581867157