

AILEEN JOY A. BATAWAN

23 San Roque St., Brgy.#5 Calbiga W. Samar

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Objective: Seeking landbased position in:

Restaurant/Hotel: Housekeeping Crew, Service Crew , Dining Staff/Waitress
Personal Care: Caregiver, Personal Support Staff, Personal Assistant

Summary of Qualifications

- o Associate in Computer Technology
- o Caregiver Services NCII
- o Food & Beverage Services NCII
- o Housekeeping Services NCII
- o Flexible, Fast learner, follow detailed instructions, good team player, and very kind to customers.

Employment History

Suite Attendant

M/V Silver Moon	Silversea Cruises	Worldwide	July 15, 2022-Present
M/V Silver Spirit	Silversea Cruises	Worldwide	Dec. 9, 2021-May 22, 2022
M/V Silver Muse	Silversea Cruises	Worldwide	June 05, 2021- Oct. 17, 2021
M/V Silver Explorer,	Silversea Cruises	Worldwide	Aug. 10, 2019 - Dec. 5, 2019
M/V Silver Cloud,	Silversea Cruises	Worldwide	Nov. 08, 2018 - Apr. 28, 2019

Housekeeping Utility

M/V Silver Whisper,	Silversea Cruises	Worldwide	Mar. 17 2018 - Oct. 9 2018
M/V Silver Shadow,	Silversea Cruises	Worldwide	May 4, 2017 - Dec. 9 2017
M/V Silver Whisper,	Silversea Cruises,	Worldwide	July 16, 2016 - Mar. 1,2017
M/V Silver Explorer,	Silversea Cruises	Worldwide	Oct. 17, 2015 -May 31, 2016
M/V Silver Whisper,	Silversea Cruises	Worldwide	Jan 29, 2015 -Sept. 28, 2015
M/V Silver Spirit ,	Silversea Cruises	Worldwide	April 18, 2014 -Dec. 04, 2014
M/V Silver Explorer,	Silversea Cruises	Worldwide	June 24, 2013 -Mar. 04, 2014

Duties and Responsibilities:

- o Perform a variety of cleaning activities such as changing linens, cleaning the bathrooms, sweeping, mopping, dusting and polishing.
- o Ensure all rooms and public areas are cared for and inspected according to standards.
- o Protect equipment and make sure there are no inadequacies.
- o Notify superiors on any damages, deficits and disturbances.
- o Deal with reasonable complaints/requests with professionalism and patience.
- o Check stocking levels of all consumables and replace when appropriate.
- o Adhere strictly to rules regarding health and safety and be aware of any company-related practices.

Service Crew

Melba's Food Catering Services Apr. 30, 2010 - 27 May 2012
Calbiga W. Samar 6715

Duties and Responsibilities:

- o Ensure exemplary guest service through all forms of banquet service, carving stations, running food during events, buffets, plated, replenishing product and supplies in compliance with event standards.
- o Ensure that events are properly equipped and executed by transporting, pulling, setting up and breaking down, as well as returning equipment to designated storages in compliance with event standards and instructions.
- o Perform side work by helping to provide a safe and clean work environment.
- o Clean, organize and restock equipment/product returning from catering events.
- o Understand safety responsibilities as well as environmental laws by following established procedures, policies, training and involvement activities.
- o Perform other duties that could be assigned.
- o

Trainings / Licenses:

Refresher on Basic Training
Exact

July 13-14, 2020

Updating Training for Basic Safety Exact	Jan 23, 2015
Basic Safety Training National Maritime Polytechnic	July 02 -12, 2012
Crowd Management Seatech Marine Training Center	March 18 - 19, 2013
Suite Attendant Silver Spirit	November 09, 2014
Ship Security Awareness Great Seas Mariners	April 07, 2014
Housekeeping Services NCII	July 26, 2010 - Oct. 26, 2010
Food & Beverage Services NCII	July 26, 2010 - Oct. 12, 2010
Caregiver Services NCII	Mar. 15, 2010 - Sept. 17, 2010
Holy Rosary HRDFI, Tacloban City	

Educational Background

Associate Computer Technology Asian Development Foundation College Graduate	2001 - 2003
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Personal Details

Place of Birth: Calbiga W. Samar
Date of Birth: March 23, 1983
Contact Number: +639260017160
Civil Status: Single
Nationality: Filipino
Religion: Roman Catholic

Travel Documents:

Seaman's Book Details	C1086585
Date Issued	March , 2017
Valid Until	March 7, 2027
Passport Details:	P8008611B
Date Issued	October 27, 2021
Valid Until	October 26, 2031
CI/D Visa	20191843010023
Expiration Date:	July 14, 2024

REFERENCES:

CRYSTAL Mariez
Crew Coordinator
Vships/Northsea Marine Services Corp.
Mobile #: +639176239148

Rafael Silva
Crewing Manage
Northsea Marine Services Corp.
Mobile #: +639985820370

Michelle Roberts
Room Division Manager
Northsea Marine Services Corp