



## Ivy C. Mijares-Quitaleg

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### OBJECTIVE

I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to flourish as a worker in hotel or hospitality industry.

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### EXPERIENCE

January 2019-present

**Hotel de Bruce Koo**

I am working as a cleaner in Hotel de Bruce Koo to sweep or vacuum, scrub, mop the tile floors, carpet and hallways. Clean and disinfect comfort rooms, stairs and hallways, wipe windows, dusting off furniture and refill containers and other amenities. Change beddings, curtains and prepare beds for the guests as well as providing room service. Attend to guests' needs and requests. Handle and report lost and found items.

July 17, 2018 - sept. 17, 2018

**Department of Education Davao del Sur**

Substitute Teacher 1

I was a substitute teacher for two months in Elementary school in Patulangon, Sta Cruz district as grade 2 teacher.

2017 - Present

**Megan Function Hall**

On call waiter and function staff

Oversee banquet and catering functions, setting dining tables, help to decorate function area. After setting the banquet area or dining room, I lead service team in a dining area operations, assist and handle guests' wants and needs.

May 20, 2007 - May 20, 2010

**Nitto Denko Kameyama Plant**

Television Screen Inspector

I worked as television screen inspector for two years in Nitto Denko Kameyama Plant Japan and 1 year as final product inspector. My task is to detect different kinds of defect from production to handling before passing for final packaging and delivery to Sharp Consumer Ltd.

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### EDUCATION

University of Mindanao Digos City

March 2016

Bachelor of Technical Teacher Education Major in Food Service Management

GWA 89%

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### SKILLS

Sewing, Dress Making and Rag Weaving

Table Setting and Wait Staff

Decision Making

Problem Solving

Team Work

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## ACHIEVEMENTS

Housekeeping NCII-Provide housekeeping to guests, prepare room for the guests, clean premises and laundry linens and guest clothing.

Food and Beverage National Certificate I I- Prepare dining area for service. Welcome guests and take food and beverage order. Promote food and beverage products and provide food and beverages to guests, provide room service and receive and handle guest concerns.

Food and Beverage National Certificate III- Lead small team in a workplace communication. Solve problem related to work activities. Control and order stock. Oversee banquet and catering functions.

Trainer's Methodology I -Lead small team, plan training sessions, facilitate learning sessions and conduct competency assessment. Licensure Examination for Teachers Sept. 25, 2016 GWA Rating 81.40%

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## INTERESTS

Learning Japanese and Korean Language

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## REFERENCE

Ivy Weaver - "Cor Jesu College"  
Counselor/Teacher  
+63 948 847 6901

Nancy Callejo - "Megan Function Hall"  
Owner of Megan Function Hall  
0946 426 0937