



# CHONA F. VALENZUELA

## CAREER OBJECTIVES

To work in a company that values hard work and skills to impart my knowledge and skills and be able to broaden my horizon in a company.

## CONTACT

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- ☎ +639389563424
- 📍 # 155 San Miguel Calasiao Pangasinan

## WORK EXPERIENCES

### AIR 21/ Mail and More

San Miguel Calasiao, Pangasinan

January 2019 - up to present

- Assisting customers needs.
- Ensure documents and goods are delivered.
- Up to date all delivered/ undelivered report
- Perform mailroom organization duties.
- Coordinate of incoming and outcoming calls

### Amorino Gelato CAfe ( Al MAna Emerging Brand )

Yas Island Abu Dhabi UAE

June 16, 2016 – June 30, 2018

- Welcoming and serving customer needs.
- To create flower - shaped cone
- To listen, learn, take direction from leadership

### Al Khaja Group

Gloria Jeans Coffee Shop - Barista/ Cashier

Dubai, United Arab Emirates

February 20, 2014 – February 20, 2016

## PERSONAL INFORMATION

Date of Birth : November 5, 1985

Place of Birth : Bataan

Civil Status : Single

Religion : Roman Catholic

Citizenship : Filipino

Gender : Female

## SKILLS

- Computer Literate
- Handling incoming & outcoming calls.
- Data Entry
- Customer Service

- Welcoming customers by determining their coffee interest and needs
- Educates customers by presenting and explaining the hot and drinks menu.
- Promotes coffee consumption by educating customers.
- Selling coffee grinding and brewing equipment, accessories and supplies.
- Prepares and sells coffee drinks by following prescribed recipes and preparation techniques for coffee.
- Generates revenues by attracting new customers, defining new expanded services and products.

**AIR 21/ FEDEX**

**Mail and More**

San Miguel Calasiao, Pangasinan

January 6, 2010 - February 15, 2014

## **EDUCATIONAL BACKGROUND**

Computronix College - Dagupan City, Pangasinan

**Associate in Computer Science**

2002-2004

## **CHARACTER REFERENCES**

**Ms. Elvira Gille**

Air21 Calasiao Branch

San Miguel Calasiao, Pangasinan

Tel. # ( 075) 5221910

**Mr. Harold Sumagit**

Air21 Dagupan Branch

Herrero St., Dagupan City

CP # 09172424000

**Ms. Argene Javier**

Amorino Gelato Café

Supervisor

Abu Dhabi Mall Abu Dhabi U.A.E