

Diniel Abante Barcelona

Licensed Professional Teacher

Profile

As a graduate of Bachelor of Technical Vocational Teachers Education, I bring a diverse skill set and a passion for learning to any field of job. With a solid educational background and a commitment to excellence, I am eager to apply my knowledge and expertise to contribute effectively in various roles. Adaptable and driven, I am enthusiastic about embracing new challenges and opportunities for growth, while continuously expanding my skill set to make valuable contributions wherever I am employed.

Work Experience

- Aug 2022 - Oct 2023
Lasersita Casitas and waterspa Beach Resort
FRONT DESK RECEPTIONIST
 - Manages responsibilities such as welcoming visitors, responding to calls, handling mail, arranging appointments, and offering information about the establishment.
 - Supporting the event coordinator in preparing materials for various occasions such as team-building activities, conventions, seminars, weddings, and birthdays.
 - Engage in direct interaction with prospective customers or clients, highlighting the array of amenities our establishment provides for their stay, particularly catering to long-term guests and event attendees.
 - Arranging transportation, providing local information, and fulfill special requests
 - Assisting with administrative task such as data entry, document preparation, and maintaining office records.
- December 2021 - January 2022
CEMF CloverLeaf Learning Site
ADMIN ASSISTANT
 - Assist student's enrollment, providing information on courses, and addressing students inquiries.
 - Managing class schedules arranging meetings, and coordinating events or workshops
 - Handling emails, phone calls, and inquiries and serving as a liaison between students, instructors, and other staff.
- July 2019 - August 2021
Bongabong View Hotel And Bistro
FOOD SERVICE SUPERVISOR
 - Ensuring excellent customer service by addressing customer inquiries, resolving complaints, and maintaining a welcoming atmosphere at the food counter.
 - Restock supplies, ensuring proper food storage, following health and safety regulation, and collaboration with to coordinate order fulfillment.
 - Supervising and coordinating the activities of food counter staff, including assigning tasks, providing training, and ensuring adherence to policies and procedures.
 - Overseeing cash transactions, balancing cash registers, and ensuring accuracy in financial transactions.



Contact

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Zone 3 Sitio Pagkakaisa
Sucat Muntinlupa

Education

- **Paradigm Colleges of Science and Technology**
Bachelor of Technical Vocational Teachers Education
Completed in 2022
- **Masaguisi National High School**
Completed in 2014
- **Fidel Reyes Memorial Elementary School**
Completed in 2010

Skill

- Management Skills
- Computer Literate
- Negotiation
- Critical Thinking
- Communication Skills
- Marketing and Event Support
- Team Player

Awards

Leadership Award 2019-2022
College Student Council President

MAHALTA AWARDEE 2020-2022
Provincial Capitol of Oriental Mindoro

SEMINARS AND TRAINING ATTENDED

- BARISTA NCII
- EPAS NCII
- BREAD AND PASTRY PRODUCTION NCII
- Rating Forming Part of Navigational Watch
City of Manila
November 2014
- Basic Training /SOLAS
- Personal Survival Technique
- Fire Prevention and Fire Fighting
- Elementary First Aid
- Personal Safety and Social Responsibility
City of Manila
February 2016
- Crowd Management, Passenger safety and safety training for Personal Providing
Direct Services to Passengers in Passenger spaces.
City of Manila
March 2015
- Crowd and Crisis Management for Personnel Servicing Onboard Domestic
RORO/Passenger Ships and CARGO/Passenger ships.
City of Manila
December 2014

ADDITIONAL AWARD

- Academic Excellence Awardee
Paradigm Colleges of Science and Technology
- Outstanding Leadership
Provincial Capitol of Oriental Mindoro
2021
- Association of Student Councils of Oriental Mindoro
ASCOM LEADERSHIP AWARD/PROJECT MANAGER
2021

Reference

Susan S. Erorita
Registrar
Paradigm Colleges Of Science & Technology
09183446895

Jobelle C. Pajanel
Front Desk Duty Manager
Lasersita Casitas and WaterSpa Beach Resort
09949894232/09614103641