

# CHARISSE ANN L. ESCACENAS

## HOUSKEEPING/ROOM ATTENDANT & WAITRESS

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Aromahon, Laguindingan, Misamis Oriental, Philippines 9019 • +63-997-643-4823

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### PROFESSIONAL SUMMARY

A motivated, adaptable, and responsible housekeeping attendant. I have managed to work well in a fast-paced environment, skilled at performing basic cleaning duties, deep sanitation, organizing spaces, and tending general housekeeping task in a time efficient manner. Proven ability to efficiently manage tables, and accurately serve orders. Able to work well either independently or in a team to accomplished in time, quickly adapt to new work environments.

### WORK EXPERIENCE

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#### FREELANCER

July 2023-Present

Self-Employed, Aromahon, Laguindingan, Mis. Or. Philippines

- Coordinated with various church events and weddings.
- Provided in home care and managed various daily job tasks, such as Preparing meals, dressing, bathing and cleaning.

#### PRIVATE TUTOR

Jan.2021-July 2023

Self-Employed, Aromahon, Laguindingan, Mis. Or. Philippines

- Providing students with individualized assistance to help them learn new concepts.
- Assisting students with homework, projects and other academic tasks.
- Created games and alternative methods of tutoring to keep student engaged and interested in learning.

#### HOUSEKEEPING/WAITRESS

Oct.2018-Oct.2020

Abdal Recruitment and Manpower Services, Riyadh, KSA

- Perform general cleaning task, including making beds and vacuuming halls, in private homes.
- Work Strategically and efficiently to finish jobs in a timely manner.
- Served guests in fast-paced environment and managed time for an optimal experience for each guest in Hotel, Resorts and any private Party.
- Assist with event preparation, set up and closing, including setting up and packing away tables, table cloths and place settings.

#### HOUSEKEEPING/ ROOM ATTENDANT & WAITRESS

Oct.2018-Oct.2020

The Ritz Carlton Hotel, Riyadh, KSA

- Assures that every room is clean and everything in room is in proper working order.
- Ensures all linen rooms and work areas are neat, clean and organized.
- Working knowledge of various cleaning utensils, dryers, vacuum cleaners, and tools.
- Serving food and beverages in a professional manner and dealing with customer complains.
- Setting and cleaning tables and service areas.

#### RETAIL STORE OWNER

Nov.2015-June 2018

Self-Employed, Aromahon, Laguindingan Mis.Or. Philippines

- Skillfully Managed the daily operation of Retail business consisting of groceries and some farm produce including rice, vegetables and fruits.
- Responsible for store profits and all controllable expenses including inventory level, Cash and inventory shortages.

**RECEIVING CLERK**

July 2014-Oct.2015

De Oro Harvest field Incorporated, Box 1 Upper, Cagayan De Oro City, Philippines

- Inspecting deliveries to ensure they watch order, invoice criteria receiver and signing for deliveries.
- Processed returns for incorrect or unsatisfactory item.
- Updating inventory with received items.

**RETAIL SALES ASSOCIATE**

Dec.2012-May 2014

Luben Brassier Manufacturing Incorporated, Gaisano Mall, Cor. Ext. CDO City, Philippines

- Created 100% customer satisfaction by providing excellent and exceptional customer service with prompt, efficient, and courteous service.
- Organized shelves to maintain visual appeal, engaged customers and promote specific merchandise.

**EDUCATION**

Bachelor of Science in Business Administration major in Financial Management

March 2012

Bukidnon State University, Malaybalay City, Bukidnon, Philippines

**SKILLS**

- Customer service skills
- Organizational and time-management skills
- Communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks
- Knowledgeable in food safety
- Product knowledge
- Experience in deep cleaning and answering guest require

**TRAININGS & CERTIFICATES**

- Fundamental of Digital Marketing May 2022
- Korean Language - Victorious Language and Technology Center Inc. July 2017
- Housekeeping NC II - Philippine School of Science & Technology. Nov.2014-Jan.2015

**INTERNSHIP**

ACCOUNTING STAFF

Nov.2011-Mar.2012

Rural Bank Of Gitagum (Mis. Or)

- Balancing and Encoding transaction of the bank.

