

 **Fatima Grazielle V. Cortez**

109-304,Eunhaengmaeul 1 danji Apt.,

Pung-dong, Ilsandong-gu, Goyang-si,Gyeonggido

Contact no.: 010-9763-3133

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**Objective**

To obtain a meaningful and challenging position that enables me to apply my skills. My ability and dedication to acquire and learn new skills will be my advantage to any company I work for.

**Job Experience**

July 2010- January 2011 Junior Assistant Manager

 Raffles Hotel, Singapore

October 2007-June 2010 Receptionist/Food Attendant/Cashier

 Mandarin Oriental, Manila

**Personal Information**

Date of Birth : October 17, 1986

Age : 25 y/o

 Civil Status : Married

 Citizenship : Filipino

 Height : 5’4”

 Weight : 110 lbs.

 Complexion : Fair Complexion

**Educational Background**

 *Tertiary*

 **Bachelor of Science in Hotel and Restaurant Management**

Our Lady of Fatima University, Quezon City

 (2003 – 2007)

**Trainings, Seminars, and Competitions Attended**

TRAININGS AND SEMINARS ATTENDED

Wine Training (Le Cellier)- Mandarin Oriental, Manila

March 11, 2010

January 31, 2007- On the Job Training - DANARRA HOTEL AND RESORT
March 28, 2007 120 Panay Ave., Quezon City
-Front Office
-Housekeeping

December 07, 2006- On the Job Training - VALLE VERDE COUNTRY CLUB
January 08, 2007 Capt. Henry Javier St. Brgy. Oranbo, Pasig City
-F&B Office
-Cost Control Office
-Lanai Kitchen
-Bakeshop

August 16, 2006 SHANGHAI BISTRO SEMINAR
Building A, Eastwood City Walk 2, Eastwood City,
E. Rodriguez Jr. Ave. (C-5), Quezon City

April 06, 2006 HOUSEKEEPINGS BED MAKING AND TURN-DOWN
PROCEDURES AND FLOOR CARE SEMINAR
El Centro, Legenda Hotel, Subic Bay Freeport Zone

February 17, 2006 FLAIRING SENSATION, A BARTENDERS
TRAINING WORKSHOP
8th Flr. Function Room 1, 2 and 3 CAS Bldg.
Our Lady of Fatima University
Lagro, Quezon City

September 16, 2005 CONCIERGE AT YOUR SERVICE SEMINAR
8th Flr. Function Room 1, 2 and 3 CAS Bldg.
Our Lady of Fatima University
Lagro, Quezon City

September 03, 2005 FIDELIO SEMINAR
CSB- International Conference Center
Arellano Ave. cor Estrada St. Malate Manila

**Other Skills**

Computer literate, waitering service, table setting, table skirting, napkin folding, cooking, basic computer skills, cashiering, leadership skills, and others.

CHARACTER REFERENCES

Ms. Jeziel Belandres

Mandarin Oriental Manila
7508888 loc 2424

Mr. Dennis Dy
Restaurant Manager, Maxims Hotel
09178377674

 *I hereby certify that the foregoing information is corrected and true to the best of my knowledge and avidity. Any false or incorrect information contained there shall be sufficient cause for conciliation.*

***Fatima Grazielle V. Cortez***