**First & Last Name**

Mailing Address

Village, GU 969\_\_

Home phone; or cell phone

your.professional@email.com

Summary: List your qualities, strengths and how they match the position in 3-4 sentences, using adjectives (ex.: "I am passionate about excellent service and great coffee; my desire is to be the best barista"; for best results, quantify! “I created 2 templates for customer feedback forms, I reduced waste by 50%, and I have volunteered for 3 years”). What can you offer your employer?

Education: High School Diploma (expected June, year)

 GCC Certificate of Mastery in Lodging Management Program

 National Career Readiness Certificate - gold, silver, or bronze, (year)

 Simon A. Sanchez High School

Work Experience: Front Desk trainee, Fiesta Resort Guam, summer year

* Provided guest service, checked in/out guests

Banquet server (on-call, volunteer):

* Dusit Thani Resort (Jan 23, 2019)

School Activities: Hospitality & Tourism Society “HosTS” (year)

 National Technical Honor Society (year)

 Captain, SSHS Dance Team (year)

Community Service: International Coastal Cleanup (years)

 Japan Autumn Festival (year)

 Cancer Awareness Wave (year)

Skills: Food sanitation, fluent in Tagalog, Microsoft Word, telephone, customer service

Training: DPHSS health certificate (expires Sep 2021)

 1st aid/CPR/AED (expires Nov 2022)

 Community Emergency Response Team (2020)

Interests: Reading, playing the ukulele, paddling, repairing small engines

Awards: “A” Honor Roll (SY )

 MVP Ruby (SY )

References:

Mr. E. Chong, CHA, CHE, CRDE Mr. K. Orland Ms. C. Cruz

Professor, Hospitality English Teacher Human Resources Director

Guam Community College Simon Sanchez High School Hilton Guam Resort & Spa

988-5783 653-2313 646-1835