

Kenneth Rimorin's Resume

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Objective

Aspiring for a position in a reputed company where my knowledge, technical skills can be used effectively for the progress of the company and for the advancement and growth of my career.

Key Skills

- Willing and committed to continued and on-going learning and training
- Has knowledge on Graphic designing and computer troubleshooting.
- Physically fit and willing to be trained.
- High level computer skills.
- Embrace challenges and respond effectively with calm and composure
- Ability to work in challenging and high pressured environments
- Effective team member and also working on-my own.

Education

Saint Louis College, La Union Philippines 2008

Bachelor of Information Technology; Completed: March 2012

Sacred Heart High School; La Union Philippines 2012

High School Completed Year 12: March 2007

Employment

Job Position: Housekeeping (July 2016- Present)

Adara Hotels Apartments

Job Details

- Ensuring that rooms are cleaned to the highest standards.
- Servicing guest rooms.

- Cleaning public areas such as balcony, car park, lobby and public toilets.
- Delivering linens to the pantries.
- Collecting rubbish and dirty linens.

Job Position: Housekeeping / Houseman (April 2016- July 2016)

Quest Campbelltown

Job Details

- Ensuring that rooms are cleaned to the highest standards.
- Servicing guest rooms.
- Cleaning public areas such as balcony, car park, lobby and public toilets.
- Delivering linens to the pantries.
- Collecting rubbish and dirty linens.
- Checking mini bar in each room.

Job Position: Housekeeping (March 2016- April 2016)

Trip Asia

Job Details

- Ensuring that rooms are cleaned to the highest standards.
- Changing the linens and making the bed properly.
- Using vacuum cleaners, floor polishers and carpet shampooers.
- Cleaning lavatories, baths, sinks and hand basins.
- Dusting items around the room.
- Ensuring that lost property is kept safely and returned to its owner.
- Flipping mattresses, cleaning curtains and dusting lamp shades.
- Checking in guests.

Job Position: Kitchen Hand (February 2016- April 2016)

Sushimaru Lane Cove

Job Details

Washing up a large volume of different sized pots and pans.

- Using the dishwasher to wash crockery and cutlery.
- Disposing of kitchen waste at the end of a shift.

- Kitchen cleaning according to a set cleaning schedule.
- Cleaning up the food preparation areas and equipment, in addition to crockery and cutlery.
- Keeping the storeroom organized and safe.
- Keeping the work surfaces, walls and floors clean and sanitized.
- Collecting rubbish and general kitchen waste and then disposing of it.
- Operating plate wash machines.
- Enforcing a high standard of health and safety rules in the kitchen area.

Job Position: Car wash boy (February 2016- April 2016)

- Dust the interior of the car and make sure that any trash is disposed-off properly.
- Mix soap and water in appropriate quantities.
- Putting degreaser on the rims of the cars.
- Use sponge or scrubber to soap cars.
- Use chamois leather to dry the cars.
- Use cloth to dry down door jams of the car.
- Ensure glass panels are clean.
- Wax and polish the car from the outside.
- Drive the car to the customer.

Job Position: Graphic Designer / 3D Artist (Full time)

Entheos Integrated Marketing Solutions

Sept 2012 – January 2016

Job Details;

- Interpreting the client's business needs and developing a concept to suit their purpose.
- Estimating the time required to complete the work and providing quotes for clients.
- Developing design briefs by gathering information and data through research.
- Thinking creatively to produce new ideas and concepts.

Job Position: Admin trainee

Danalex Corporation

Nov 2011- March 2012

Job Details:

- Design Templates & Implementing Created templates using Content Management System
- Installation of the required computer applications and programs.
- Acting as a trouble shooter and solving the problems and maintaining the desktops.
- Maintaining and setting up the hardware and software required.

Career Qualifications

Entheos Integrated Marketing Solutions

2014-2015

Employee of the Year

Entheos Integrated Marketing Solutions

2013-2015

Most Punctual Employee

Interests

Engaging with people from a variety of cultures. Interested in physical activities. I'm a sports minded person too. Continued training in any field that can boost my confidence.

References

Aldrin Urfano
Lexus Parramatta
M: 0416519191, 0470667904
H: 0298644017

Arlene Urfano
Westmead Hospital
M: 0405538273
H: 0298644017