

# Trina Yvonne L. Sumahit

Present Address: P-13 Nonan Village, Butuan City, Agusan del Norte  
Philippines 8600

Mobile No.: (063) 9653965952

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## PERSONAL INFORMATION

Permanent Address : Block 10 Lot 14 Apitong St., Doña Maria Subd., Tubod, Iligan City 9200  
Birthdate : August 11, 1992  
Birth Place : Iligan City  
Height : 169 lbs.  
Weight : 157cm  
Sex : Female  
Civil Status : Married  
Religion : Roman Catholic  
Nationality : Filipino

## BENEFICIARY

Beneficiary Name : Brain Heart L. Sumahit  
Relationship : Spouse  
Permanent Address : P 3-B, Baleguian, Jabonga, Agusan del Norte  
Tel. No. : (063) 9090531892

## DEPENDENTS:

Father: Jonito L. Llaban  
Birthday: October 15, 1959  
Birth Place: Roxas City  
Occupation: Retired Philippine Army

Mother: Nancy A. Llaban  
Birthday: March 7, 1961  
Birth Place: Marawi City  
Occupation: Registered Midwife

## CHILDREN

Daughter: Nadia Zatarra L. Sumahit  
Birthday: August 31, 2021  
Birth Place: Marawi City  
Civil Status: NA  
Occupation: NA

## **BROTHERS / SISTERS**

Sister: Diana Mae L. Adivoso

Birthday: April 15, 1986  
Birth Place: Ozamiz City  
Civil Status: Married  
Occupation: Nurse

Sister : Johannah Marie L. Balorio

Birthday: January 17, 1997  
Birth Place: Iligan City  
Civil Status: Married  
Occupation: Student

## **EDUCATIONAL BACKGROUND**

### **Elementary**

School: Iligan City Central School  
Address: General Wood Street, Iligan City

### **Year [From] - [To]**

June 1999-March 2005

### **Secondary**

School: Iligan City National High School  
Address: General Wood Street, Iligan City

June 2005-March 2009

### **College**

Course: Bachelor of Science in Hotel  
and Restaurant Management  
School: Mindanao State University – Main Campus  
Address: Marawi City, Lanao del Sur

June 2009-April 2013

## **EMPLOYMENT HISTORY**

Position: Concierge Representative  
Company: Ayala Center Cebu (TAHJ Management Services)  
Address: Cavite  
Date: March 2014-October 2014  
Reason for Leaving: Resigned

### **Job Description/Duties and Responsibilities:**

- Greeting mall customers.
- Manage customer complaints.
- Running errands to assist customers.
- Arranging transportation and excursions upon customer request.
- Selling concert tickets,
- Give directions to store locations.
- Ushers during mall activities.

Position: Front Office Associate  
Company: Castle Peak Hotel  
Address: Cebu City  
Date: March 2015-December 2015  
Reason for Leaving: Resigned

Job Description/Duties and Responsibilities:

- Handle all guest check-in and check-out on everyday basis, ensure compliance to all established manual and computer procedures.
- Monitor all inquiries for reservation and manage communication with guests for hotel rates and assist to increase revenue through occupancy.
- Maintain effective professional relationship with all guests and provide assistance on phone and in person.
- Administer and perform all cashier functions and perform efficient cash drawer and ensure accuracy in calculating credit card payments.
- Coordinate with housekeeping department and assist to clean guestrooms.
- Coordinate with food and beverage department for restaurant reservations.

Position: Assistant Branch Manager  
Company: Yellow Cab Pizza Company (Teriyaki Boy Group Inc.)  
Address: Makati City  
Date: June 2016 - Present  
Reason for Leaving: N/A

Job Description/Duties and Responsibilities:

- Oversees daily store operations.
- Organize and supervise shifts.
- Appraise staff performance and provide feedback to improve productivity.
- Ensure all employees are working within standard operating standards.
- Adhere to and enforce employee compliance with health, safety and sanitation standards.
- Process payroll and maintain all relevant records.
- Deliver superior service and maximize customer satisfaction.
- Ensure compliance with sanitation and safety regulations.
- Manage restaurant's good image and suggest ways to improve it.
- Track stock levels of food, supplies, and equipment, forecast needs, and oversee ordering as necessary.
- Take ownership of budgets and food and paper cost control methods to minimize expenses.
- Report on financial performance or business review.
- Promote the brand in the local community through booth selling during town activities
- Recommend ways to reach broader audience (social media postings and discounts)
- Address customer needs, comments and complaints
- Enforcing Covid-19 safety measures in the store.

<b>SPECIAL SKILLS / INTERESTS</b>
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- Interpersonal Skills
- Customer Service Skills
- Time Management
- Music
- Travelling
- Baking

<b>CHARACTER REFERENCES</b>
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Jether Lyn Vales  
Multi-Unit Manager  
Yellow Cab Pizza Company (Teriyaki Boy Group Inc.)  
(063) 9052384767

Brian Prayco  
Multi-Unit Manager  
Yellow Cab Pizza Company (Teriyaki Boy Group Inc.)  
(063) 9167408970

April Yves Toledo  
Assistant Branch Manager  
Yellow Cab Pizza Company (Teriyaki Boy Group Inc.)  
(063) 9192493827