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| --- | --- |
| **CHYRRIE FAYE T. ALLASGO** |  |
| Address: Purok 2, Barangay 3, Buenavista Agusan del Norte  Zip Code: 8601  Phone: 09171126322  Email: allasgochyrriee2@gmail.com |  |

Nationality: Filipino Civil Status: Single

Height: 5’1 ft.

Weight: 57 kgs.

Date of Birth: December 17,1997

Place of Birth: Butuan City

**Application Objectives:** A dedicated & hardworking woman that can provide quality service to the company passionately. Skillful & flexible to adapt new circumstances that can positively improve the services to the company.

# SKILLS

* Knows how to use POS System
* Computer Literate (MS Excel, MS Word, MS Power Point)
* Persuasive Speaking Skills
* Flexible & Hardworking
* Easily adapts & can work under pressure.
* Multitasker
* Good at time management
* Helpful
* With effective listening skills
* Can withstand long working hours
* Positively accepts & learn to customers criticism

# EDUCATIONAL BACKGROUND

**2010** Primary Education *Buenavista Central Elementary School*

**2014** Secondary Education *Saint James Highschool*

**2021** Tertiary Education *Saint Joseph Institute of Technology*

**ACHIEVEMENTS**

# 2017 - 2018 Attained Position: Secretary - COUNCIL OF HOTELIERS

AND RESTAURATUERS MOVEMENT (CHARM)

ORGANIZATION

# 2018 - 2019 Attained Position: Secretary - COUNCIL OF HOTELIERS

AND RESTAURATUERS MOVEMENT (CHARM) ORGANIZATION

**2019 - 2020** Dean’s Lister with GPA 1.43

1st Placer Battle of the Brains

2nd place Napkin Folding Competition

# Attained Position: Secretary - COUNCIL OF HOTELIERS

AND RESTAURATUERS MOVEMENT (CHARM)

ORGANIZATION

**Attained Position:** **Treasurer** - COLLEGE OF BUSINESS &

INFORMATION TECHNOLOGY

# 2020 – 2021 Attained Position: Mayor - COUNCIL OF HOTELIERS AND

RESTAURATUERS MOVEMENT (CHARM) ORGANIZATION

**ON-THE JOB Training Receptionist** Butuan Grand Palace Hotel & Restaurant with

Certificate

**ON CALL JOB Receptionist** Butuan Grand Palace Hotel & Restaurant with

Certificate

**WORK EXPERIENCE**

**Chowking (Gaisano Mall Butuan City Branch) January 2019 to April 2019 Part Time Job Only**

# Restaurant Cashier/Waitress

* Use POS System every transaction.
* Greet & smile the guests sincerely.
* Cleaning the surrounding before and during working hours. To maintain dry & clean surroundings.
* Refilling beverage storage.
* Refilling ice.
* Helping waiters to serve food & beverage.
* Memorizing/Familiarizing the Menu Board.
* Use upselling & cross-selling technique to acquire high sales.

**Butuan Grand Palace Hotel & Restaurant (Full Time Job)**

April 2019 - October 2019

# Restaurant Cashier/Waitress

* Wash & refill the beverage in front of the bar counter.
* I help the waiter to maintain the cleanliness of the food warmer containers used in buffet and the cleanliness of food aisle.
* I also sweep the floor before & after my duty just to maintain the restaurant cleanliness.
* I am also responsible for washing the glasses that was used in the restaurant, conventions hall & seminar hall.
* I am also responsible for preparing the beverage that will be served during conventions & seminars.
* I also assisted waiters to prepare food & snacks during Conventions & Seminars.
* Collected Guest Payment who dine in the restaurant using POS System.
* I am responsible for taking orders from our inhouse guest.
* Assisted waiters especially during busy hours to served orders.
* Helping the waiters to take guest orders especially busy hours.
* Assisting the guest to set up the table.
* Buss out table.

**Maxter Resources, Inc.**

**January 2020 - Present**

# Accounting Staff II

* I am responsible to replenish all our company's Petty Cash Transactions & to in cash it to balance (debit/credit) from the Cash in Bank.
* I am responsible to record and file our Purchase Orders from our Supplies and to record it to our system.
* I am responsible to record all our Accounts Payables (with partial payments or not) and coordinate it with our Manager.
* I am responsible to summarize & record all materials issued & other expenses for the Civil & Electrical Projects of our Company. So that, we can track down how much is the cost of each Projects.
* I am responsible to type down in a Fund Voucher all our Cheque and Petty Cash transaction and have it approved to our Finance Officer then to our Manager.

# CERTIFICATIONS

* Entrepreneurial Mindset & SME's Innovation during the Covid19 Pandemic - TRINITY UNIVERSITY OF ASIA - COLLEGE OF HOSPITALITY & TOURISM

MANAGEMENT

* Spinner Innovation Model: New Approach in Hospitality & Tourism Growth - TRINITY UNIVERSITY OF ASIA - COLLEGE OF HOSPITALITY & TOURISM MANAGEMENT

* TESDA Certificate of Completion – Providing Public Area Services

* TESDA Certificate of Completion – Providing Housekeeping Services

* TESDA Certificate of Completion – Providing Guest Room Services

* TESDA Certificate of Completion – Providing Valet Services

* TESDA Certificate of Completion – Providing Laundry Services to Guests

* Certificate of Occupational First Aid Training (Red Cross)

# REFERENCES

**Dr. Josefa M. Canoy**

Program Dean

Saint Joseph Institute of Technology

Montilla Blvd. Butuan City

(+63) 999 883 2635

**Mae-Ann P. Madelo**

Human Resource Manager

Butuan Grand Palace Hotel

Montalban St. Butuan City

+63 917 153 2365

**Mrs. Jonna Leah C. Robles**

Company HR

Maxter Resources Inc.

P4 Suwa Manapa Buenavista, Agusan del Norte

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