



Charlene Mae Endozo

Objectives

I am a 4th year college student looking for a full-time food server position in a restaurant where I can use, share and improve my skills and knowledge I gained from my previous work and school experiences.

Get in touch!

Mobile:

0942-480-2991

Email:

endozocharlenemae@gmail.com

Address:

721 Pampanga Street, Tondo, Manila

Work Experience

Food Server / Receptionist (On-The-Job Training)

Max's Restaurant SM City San Lazaro | April 2019 - June 2019

- Welcome the guests and lead them to their table
- Take and serve orders, upsell products, and provide the guests' bill

Customer Service Representative / Hotel Reservations Specialist

Alorica Inc. Philippines | March 2016 - April 2017

- Book hotel rooms and event tickets in Caesars Entertainment-owned properties across USA
- Process the guests' concerns regarding their reservations
- Offer credit card exclusive for the members of the rewards program

Academic History

STI College Caloocan | 2017 - Present

Bachelor of Science in Hotel and Restaurant Management

- Participant, Tagisan ng Talino Mix N' Flair (2019)
- Participant, Tagisan ng Talino Stand Up & Deliver (2019)

Our Lady of Fatima University | 2014-2015

Bachelor of Science in Hotel and Restaurant Management

Villagers Montessori College | 2010-2014

High School Graduate

- Champion, Grammar Box (2010)
- 3rd Runner Up, Ms. VMC (2010)
- Best in English (2011)
- Champion, Quiz Bee English Category (2011)
- Champion, Grammar Box (2012)

Skills and Abilities

Proficient with Microsoft Office and
GPOS Point of Sale System
Ability to work individually or as a
team member
Above average customer service
skills
Strong communication skills
Detail-oriented and fast learner

Character References

Edith Mendoza

THM Program Head
STI College Caloocan
82944001

Mary Joy Tolentino

Operations Team Manager
Alorica Inc. Philippines
0905-390-4421