**Kimberly Anne Alvarez Raymundo**

Blk 3 Lot 18 Menville Subd., Palingon Tipas, Taguig City

[kimberlyanneraymundo@ymail.com](mailto:kimberlyanneraymundo@ymail.com)

09171661587

**Career Objective\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To serve a company to the best of my ability and enhance my capacities and professional skills that will help me excel in my field through hard work and achieve personal as well as organizational goals.

**Qualifications\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* People and service oriented
* Good written and communication skills
* Ability to exercise flexibility and initiative
* Observes good moral values

**Summary of Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Skilled in personal contacts with guest in the industry, good in handling guest complaints and concerns, and other related matter that would correspond to guest satisfaction.
* Well trained in working under pressure with composure and efficiency.
* Ensure tasks are completed correctly and on time.
* Deals effectively with day to day challenges.

**Educational Background\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Global City Innovative College, Rockwell, Makati City June 2009-May 2016**

Bachelor of Science in International Hospitality Management

* Dance Groove, Vice President

**La Consolacion College, Pasig City June 2011(1st Sem)**

Bachelor of Science in Hotel and Restaurant Management

* Student Council, HRM 2nd Year Representative

**Training Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**F1 Hotel Manila, Bonifacio Global City, Taguig City January 2015**

* Practicum Trainee
* Completed 745 hours
* Worked as a Kitchen Staff – Hot, Cold, and Pastry Kitchen

**2GO APEX Program May 2014**

* Practicum Trainee
* Completed 144 hours
* Onboard M/V St. Pope John Paul II
* Housekeeping, Food and Beverage, Front Office

**Claw Daddy’s, Bonifacio High Street, Global City, Taguig City April 2014**

* Practicum Trainee
* Completed 200 hours
* Worked as a Server and Receptionist

**Thousand Cranes Shabu-Shabu, Greenbelt 3, Makati City April 2013**

* Practicum Trainee
* Completed 200 hours
* Worked as a Server and Receptionist

**Work Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Yellow Cab Food Co. December 2017-May 2019**

**Operated by Teriyaki Boy Group Inc.**

* Shift Manager

**Bonzer Foods Corporation February 2017-November 2017**

* Assistant Restaurant Manager 3 – Jollibee

**ANR Unlimited**  **August 2015-January 2016**

* Barista – Seattle’s Best Coffee Philippines

**UnliSolutions Manpower Services and Events Management Inc. May 2015-August 2015**

* Cold Kitchen – Commis III(On Call) – F1 Hotel Manila

**Awards and Recognitions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Kulinarya Ultima: Market Basket Cooking Competition October 2013**

**“It’s more fun in the Philippines”**

* 3rd Place
* 3 members per group
* Salad, Main Course, Dessert

**Tagisan ng Talino: Quiz Bee October 2013**

**“It’s more fun in the Philippines”**

* Champion
* 3 members per group

**Seminars Attended\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Financial Acumen January2019**

**Function Hall, Yellow Cab Pizza Co. United Nations Ave.**

* Managing Costs and Resources
* Strengthening Financial Literacy (Budgeting, Forecasting, Reporting)
* Strategic Planning

**Philippine Red Cross Training May 2018**

**Function Hall, Yellow Cab Pizza Co. United Nations Ave.**

* First Aid Training and Basic Life Support CPR
* CPR Certification

**Shift Management Class March 2018**

**Yellow Cab Pizza Co., Portal, Greenfield District**

* Managing People
* Improving Leadership Skills

**Food Handler’s Seminar May 2015**

**Health Conference Room, Taguig City**

* Sanitation and Cleanliness
* Basic Hand washing
* **HACCP**(Hazard Analysis Critical Control Point) Standards
* Physical, Biological and Chemical Hazards
* Food borne Illness

**LIFE 104: Understanding and Surviving Corporate Politics September 2014**

**GCIC Multi-purpose Hall, Rockwell, Makati City**

* Tips on how to handle corporate politics
* Types of people in a workplace

**LIFE 103: Corporate Image and Job Hunting Skills September 2013**

**GCIC Multi-purpose Hall, Rockwell, Makati City**

* Tips on how you present yourself in applying a job
* Tips on what you should wear in applying a job
* Proper behavior and attitude

**Re-strengthening Hospitality Values for Sustainable Growth August 2009**

**Ambassador Hall of Manila Grand Opera Hotel, Sta. Cruz, Manila**

* Introduction to Hospitality Management
* Sharing the values that a hospitality student should have

**Half day Actual Shipboard Familiarization July 2009**

**Negros Navigation, Manila**

* Tour around M/S Saint Joseph the worker

Reference may be provided upon request.