

## **COLANTA, CLAUDINE D.**

B-9 L-6 Cardinal St. Rolling Meadows II  
Novaliches, Quezon City  
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### **OBJECTIVE**

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To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.

### **EDUCATIONAL BACKGROUND**

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#### **TERTIARY**

2014-2017

#### **STI COLLEGE CALOOCAN**

Bachelor of Science in Hotel and Restaurant Management

2008 – 2010

#### **DATAMEX INSTITUTE COMPUTER COLLEGE CALOOCAN**

Vocational Course Hotel and Restaurant Services

#### **SECONDARY**

2003 - 2007

#### **WESTMINSTER HIGH SCHOOL**

High school Diploma

### **SKILLS**

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- Able to multi-task
- Knowledgeable on computer literacy  
(Microsoft Word, Microsoft Power point, Property Management System (PMS) and Point of Sale (POS) system)
- Quick learner, Motivated and Dedicated in getting the job done.
- Hardworking, good interpersonal skills and has a strong enthusiasm in teaching, learning and exploring new ideas.

### **WORK EXPERIENCE**

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February 2011-2012

BURGER KING

SM San Lazaro

Cashier and Waitress

April 2016-May 2016

DAMPA SA PASEO

Catmon, Malabon City

Cashier and waitress

March 2012-2014

SENIL ENTERPRISES

Tonsuya, Malabon City

Secretary

December 2016-March 2017

SEQUOIA HOTEL

Timog Ave. Quezon City

Room/Linen Attendant & Sales Dept.

### **CHARACTER REFERENCES**

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Mr. Rayniel Magpantay  
General Manager  
Burger King

Ms. Helen Briones  
HR Assistant  
Sequoia Hotel