

## **COLANTA, CLAUDINE D.**

B-9 L-6 Cardinal St. Rolling Meadows II  
Novaliches, Quezon City  
09322974419  
claudine\_alura24@yahoo.com



### **Objective**

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Seeking on the Job Training in Customer Service in order to obtain the understanding of how to offer best customer service and to get knowledge of daily operations of the company.

### **SKILLS**

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- Able to multi-task
- Knowledgeable on computer literacy  
(Microsoft Word, Microsoft Power point, Microsoft Excel, Adobe Photoshop and Corel Draw)
- 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.

### **EDUCATIONAL BACKGROUND**

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#### **TERTIARY**

2014-2016

#### **STI COLLEGE CALOOCAN**

Bachelor of Science in Hotel and Restaurant Management

2008 – 2010

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

Vocational Course Hotel and Restaurant Services Caloocan City

#### **SECONDARY**

1997 - 2007

#### **Westminster High School**

Tondo, Manila

### **Work Experience**

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October 2009-January 2010

PADISPOINT

SM North EDSA

Cashier and Waitress

February 03, 2013- March 05, 2013

KENWOOD

Ang Mo Kio, Singapore

Secretary

March 2012-2014

SENIL Enterprises

Tonsuya, Malabon City

Secretary

February 2011-2012

BURGER KING

SM San Lazaro

Cashier

### **CHARACTER REFERENCES**

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Mr. Rayniel Magpantay

General Manager

Burger King

Mr. Jerome Golez

General Manager

Kenwood