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**Liberato B. Bigno Jr**

**Manalili Street, Gullas Cebu City**

**E-mail add :** [**tdakz@yahoo.com**](mailto:tdakz@yahoo.com)**.ph**

**Contact # 09232487307**

General Objectives

Desire a challenging role as Professional Agent, Hospitality Industry or Any prestigious company wherein I can utilize and maximize my knowledge, skills and expertise.

Oualification and Abilities

Dedicated to the protection of human subjects, particularly vulnerable groups, in conduct research protocols, with particular emphasis on confidentiality and informed consent.

Ability to operate CCTV Cameras or Surveillance Cameras Installation.

Proficient at Handling Very Important Person/ - VIP’s, VVIP's.

Expertise in Profiling Operations, Vigilant and Very Observant.

Proven ability to communicate and collaborate with people from different scientific background.

Proficient in Making Any Incident Report.

Adept at problem solving.

Knowledgeable in Microsoft Word, Open Office, Word Excel, Notepad.

Knowledgeable in Computer Basic troubleshooting Skills.

Proficiency in Computer and Internet Access.

Expertise in Leadership skills.

Good in communication skills.

Ready to face challenges.

Can work under pressure.

Able to Multi-Task.

Computer literate.

Professional Experience

ROYAL KRUA THAI AUTHENTIC CUISINE

SM CITY CEBU North Reclamation area

Cebu Philippines 6000

**Receptionist- Customer Service Associate**

Perform table set-up and food preparations in highly qualities standard

Answer visitor inquiries pertaining to the company and its product or service perspective.

Maintaining quality standard of hygiene and sanitation on workplace

Providing excellent service to the customers

SHANGRILA’S MACTAN BEACH RESORT & SPA

Punta Enganio Mactan Philippines

[www.Shangrilasmactan.com](http://www.shangrilasmactan.com/)

**Hotel Agent- Human Resources Personnel**

Shall conduct security screening and communications equipment operational testing.

Shall coordinate with HR Manager on matters pertaining to personnel and proper control.

Shall enforce company regulations and adhere public relations and assistance.

Shall perform any other functions as the management direct.

HAROLDS HOTEL- the way it should be.

#146 Gorordo Avenue Cor. Rosal Street Cebu City

[www.haroldshotel.com](http://www.haroldshotel.com/)

**Hotel Agent- Human Resources Personnel**

The primary responsibility is to ensure that proper security procedures shall be enforced throughout the hotel premises.

They must be on the frontlines and shall support at all times the contracted security personnel after which shall report to the Security Officer all violations of order which may happened during their tour of duty.

Conduct immediate report pertaining an incident report, losses, breakages and guest complain.

Conduct specialized and proper training and short briefing to the contracted security personnel.

Conduct routine check to entire building covered for security purposes.

Shall perform any other functions as the management direct.

SAN MIGUEL CORPORATION

California/CAL FARM @ Valencia. CARCAR City Philippines

**In-Charge field Supervisor**

Disseminate new ideas in behalf of the duty manager pertaining to personnel and cost control.

Conduct routine check from corner to corner specially the equipment as well.

Coordinate to the manager for any decisions you make for them to notified

Note all the transactions done inside and out at the workplace.

Implement proper sanitations on the workplace.

Conduct all transaction report for compilation.

Awards and Academic Recognition

University of Visayas at Lancer Security Training Center, Pre-licensing Course Security Group Philippines

Certificate of Eligibility For Security Industry Group. Oct 19, 2005

BEST BET- SUBJECT: Letter of Commendation for Academic subjects. Oct 19, 2005

TOP GUN Commendation for Hit Factor. Oct 19, 2005

Education and Professional Certification

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| --- | --- | --- |
| COLLEGE | COURSE/YEAR | ADDRESS |
| Negros Oriental State University  University of Cebu Main Campus  Santander National High School  Santander Central Elementary School | B. Science Industrial Technology  2001-2004  Major  Automotive Technology  BSHRM Hotel and Restaurant Management  2006-2010  Major  R.M | Daro Highway, Dumaguete City  Negros Oriental  Sanciangko Street Cebu City Main  Campus  Poblacion Santander Cebu/ Province  Of South |
| TRAINING | CERTIFICATE | YEAR |
| SONY PHILIPPINES  Midtown Hotel  DATA SCIENCE&TECHNOLOGY  CORPORATION  University of Cebu  Hospitality Courseware Technology | SONY  ASSESSMENT &TRAINING  PROGRAM  MICROS OPERA PROPERTY  MANAGEMENT SYSTEM  ( Micros Fidelio Software  Philippines) | September 2012  March 2010 |
| COLLEGE | SEMINARS  CERTIFICATE | DATE and YEAR |
| UNIVERSITY OF CEBU MAIN  CAMPUS    @  ALECIA GOTIANOY BLDG CEBU  Sanciangko Street Cebu City | Front Office: The Way of Success  An Effective of Food &Beverage  towards Hospitality Industry    Food Safety Management System  at  Production Department  Development People towards  Excellence    Excellence Housekeeping Service towards Global competitiveness  Sales and Marketing Department  Personality and Works Ethics | Nov 29, 2008  Dec 20, 2008  Jan 10, 2009  Jan 22, 2009  Feb 7, 2009  Feb 19, 2009  Feb 28, 2009 |

GENERAL DATA

Name: Liberato B. Bigno Jr. Sex: Male

Age: 28 Birthday: November 21, 1985

Status: Single Birth Place: Pob,Santander, Cebu

Nationality: Filipino Religion: Roman Catholic

Hobbies: Watching Movies, Basketball, Weight: 75 k

Volleyball, Martial Arts, Firing Height: 5’9

References

Mr. Joel V. Scodnick Details: CEO/ Gold Mining/ Ontario Canada

+17055622938

Mr. Paul R. Delos Santos Details: Development Executive Manager Menca Hotel &

Beach Resort Consolacion Cebu Php

09159055503

Mr. Armando G. Cruz Jr Deatails: Assistant Administrator Heartful Philippines Institute

09321752293

Mr. Ferdinand S. Mendez Details: Eparchial Priest Our Lady of Fatima Missions Toclong

Kawit Cavite

09327710785

Ms. Cybelle M. Aranas Details: Assistant Manager CAL/ California Farm {San Miguel

Corporation}

09232875120

Mr. Roland D. Barbadillo Details: Manager Royal Krua Thai Authentic Cuisine SM City Cebu

09277943030