



Marygrace S. Cabiles

Objectives:

To obtain a training position where I can use my knowledge in an office and hospitality environment, my aptitude to adopt and learn rapidly, and my capability to work well with others. I'm willing to learn and to be trained.

#0921-831-5439

Cabilesmarygrace01@gmail.com
1605 Maypajo Caloocan City

Personal Background

Age: 20 years old

Sex: Female

Height: 5'1

Birthday: March 1, 1999

Religion: Catholic

Civil Status: Single

Citizenship: Filipino

Knowledge & Skills:

Independent, flexible and fast learner.

Good interpersonal skills customer oriented with an eye for detail.

Can work under pressure and stressful environment.

Knowledgeable in Basic Table Skirting.

Knowledgeable in operating basic Microsoft Word, basic Excel and PowerPoint Presentation.

Willing to be trained.

TRAININGS AND SEMINARS ATTENDED:

- On-the-Job Training (Nov. 20,2018-Jan.16,2019) 300hrs
Manila Grand Opera Hotel
- NCIII Events Management Class (Sept. 13, 2018)
Competency Passer
Fast Assessment Skills Training and Dev't Center
- On-the-Job Training (April 24 to June 2018) 300hrs
Manila Ocean Park
- In-House Training (January – March, 2018)
University of Caloocan City South
- Sustainable Tourism Development in the Philippines (March 16, 2018) *Challenges and Opportunities Seminar*
Bulwagan ng Katipunan, Caloocan Cityhall
- Exploring Entrepreneurial Opportunities in Tourism & Hospitality (June 15, 2017)
University of Caloocan City North Campus
- NCII Food and Beverage Services (April 25, 2017)
Competency Passer
Fast Assessment Skills Training and Dev'tCenter
- NCII Front Office Services (October 3, 2016)
Competency Passer
Astoria Plaza, Manila
- NCII Housekeeping (May 6, 2016) Competency Passer
First Assessment Skills Training and Dev'tCenter
- Grooming and Etiquette Workshop (March 15, 2016)
"Enhancing your Professional Image"
University of Caloocan City South
- "SOFITEL OVERVIEW AND FAMILIARIZATION TOUR"
Housekeeping and Front Office Seminar (February 2, 2016)
Sofitel Philippine Plaza Manila

Character References:

Dr. Ramona Prado

09175566540

University of Caloocan City

Prof. Eloisa Mackay

09176518350

University of Caloocan City

EDUCATIONAL BACKGROUND:

TERTIARY	UNIVERSITY OF CALOOCAN CITY Biglang Awa, Caloocan City (BS-HRM) 2015-2019
SECONDARY	LAKANDULA HIGH SCHOOL Tondo, Manila 2011-2015
PRIMARY	GREGORIA DE JESUS ELEMENTARY SCHOOL Tondo, Manila 2005-2011

I hereby acknowledge all presented data are true upon my knowledge and belief.

MARYGRACE S. CABILES

Applicant's Signature