

Queency Jane O. Santos
#20 Blk 17 Lot 11 Phase 5 Aguinaldo St.
New San Mateo Subdivision Guitnangbayan-I
San Mateo, Rizal (1850)
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queencyjanesantos93@gmail.com



OBJECTIVE

I am seeking a company where I can use my experience and education to help the company meet and surpass its goal. I want to excel in this field with hard work, perseverance and dedication.

PERSONAL INFORMATION

Birth date: October 30, 2000	Nationality: Filipino
Birth place: Marikina City	Religion: Born Again Christian

EDUCATION BACKGROUND

College:
Course: Bachelor of Science in Hospitality Management
School: ICCT Colleges Foundation Inc.
Address: ICCT Building. V.V. Soliven Avenue II, Cainta, Rizal, Philippines
School Year: 2019 - 2023

- Secondary:**
- **Senior High School**
Strand: Accountancy, Business, and Management (ABM)
School: San Mateo Senior High School
Address: #491 GSIS Road Guitnangbayan-1 San Mateo, Rizal
School Year: 2017 - 2019
 - **Junior High School**
School: San Mateo National High School
Address: #491 GSIS Road Guitnangbayan-1 San Mateo, Rizal
School Year: 2013 - 2017

KEY SKILLS / STRENGTH

- Ability to take on responsibility
- Familiarity with Microsoft Word, Excel, PowerPoint
- Ability to take initiative and self- motivation
- Ability to work efficiency and productively, and manage time well
- Ability to find a way through, even when the going get touch

EDUCATIONAL HISTORY

- 1st Honor (2004-2005)
- 2nd Honor (2006-2007)
- Girl Scout of the Philippines Awardee of the Year (2013)
- Top 1 (2013-2014)
- Top 2 (2016-2017)

WORKING EXPERIENCE

- **Casimiro A. Ynares, Sr. Memorial Hospital (2018)** Conducted On-Job-Training as Intern Assistant of OIC Chief Nurse at Rodriguez, Rizal
- **Estancia de Lorenzo (2023)** Conducted Internship at Cafe Nieves & Room Area Division in Public Area at San Mateo, Rizal

SEMINARS AND WORKSHOPS ATTENDED

- **Red Cross Seminar (2013)**
San Mateo National High School
- **St. John Bosco workshop in Basic Microsoft Office (2014)**
Ampid, San Mateo, Rizal
- **RA 9165 Comprehensive Dangerous Drugs Act of 2002 (2017)**
San Mateo Senior High School
- **BOOKKEEPING NC III (2019)**
San Mateo Senior High School

Webinars Attended:

- Hospitality Industry: Career Opportunities in Shaping the Industry of Tomorrow hosted by Adamson University (December 9, 2021)
- Opportunities and Challenges in Hospitality and Tourism Operations Amidst Pandemic hosted by Faith Colleges (December 17, 2021)
- Light in the Past: The Cultural Heritage Tourism hosted by Cavite State University (January 5, 2022)
- Borderless Inter-Professional Collaboration with Tourism and Hospitality Industry hosted by the University of Perpetual Help System (January 20, 2022)
- Joji Ilagan International School of Hotel and Tourism Management event webinar entitled The Adventure of Travelokal: A Webinar for Promoting Local Experience in SOX Tourism (February 16, 2022)
- St. Dominic Collge of Asia entitled The Future Awaits: A Virtual Tour Webinar (March 11, 2022)
- ICCT Colleges on the Special Topics: Current Trends and Issues in Tourism and Hospitality Seminar entitled "Embracing the Innovation of Standard Quality Services in Tourism and Hospitality (COVID 19) (April 22, 2022)

REFERENCES

Arch. Rolando A. Enriquez Jr.
Project Manager
0915 095 9707

Melinda C. Vicencio
Entrepenuer/Teacher
0975 822 4389

Ester S. Balais
Coordinator
0915 282 9010

I hereby certify that the above information is true and correct to the best of my knowledge and ability.

QUEENCY JANE O. SANTOS
Applicant