

CAMARTIN, CHARLOTTE MARIAE B.
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Deparo, Caloocan City
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Objective: To join a growing organization that offers challenges & the opportunity to grow with the company, where goals & objectives are clearly established & the tools to reach such goals are provided.

Skills:

- Have strong interpersonal skill and smart working
- Previous experience in customer service
- Ability to work well in teams
- Ability to understand new systems and training
- Willing to work in shifting hours
- Be able to work in high pressure situations

Personal Information:

Birth date : June 20, 1991

Birthplace: Manila, Philippines

Age : 29 years old

Gender : Female

Nationality: Filipino

Civil Status: Married

Height: 5' 5"

Weight : 60 kgs.

Educational Attainment:

Tertiary : Lyceum Of The Philippines University – Manila

Muralla Street Intramuros, Manila

Bachelor Of Science in Hotel and Restaurant

Management Major In Cruise Line Management

(June 2008- October 2010)

Adamson University Manila

900 San Marcelino Street Ermita, Manila

Bachelor Of Science Major in Computer Science

(June 2007-March 2008)

Work Experiences :

Company: City Of Dreams Manila

Position : Food & Beverage Host /Cashier/Server (VIP Club)

April 18,2016-Dec 2018

- To present menu, take order, suggest and recommend appropriately.
- To attend and respond to guests' needs promptly and professionally
- Providing excellent customer service
- Keeps register area neat and stocked with necessary supplies.
- Responsible for providing courteous and efficient food and beverage services to the guests.

Company: Max's Restaurant (August 2013- March2016)

Position: Cashier/ Waitress

- To present menu, take order, suggest and recommend appropriately.
- To attend and respond to guests' needs promptly and professionally
- Providing excellent customer service
- Counts money, gives change and issues receipt for funds received.
- Balances cash drawer and receipts; documents discrepancies

Company : Bilkish Loans and Credits Outsource Services

Position: Bank Coordinator (Nov 2011-Sept 2012)

- To update all bank accounts every month
- Email clients and remind with their payments
- Meet monthly target
- Providing customer service to the clients by communicating directly with the banks for easy and faster transactions

Character References:

Ms. Rilena Flores

Maxs Restaurant

Branch Manager

09989602918

Mr. Mark Delos Santos

City Of Dreams Manila

F & B Supervisor

09291284954

I hereby certify that the above information is true and correct.

Charlotte Mariae B. Camartin

