

CHERYLL B. PATAG

315 Turentigue St. Morong, Rizal

cheryllpatag1980@yahoo.com

09163124114



OBJECTIVES

Seeking a position in a company that will enable me to use my strong communication skill and organizational skills, educational background and ability to work well with other people. I am interested to apply in your company and find a job that will give me responsibility.

ACADEMIC BACKGROUND

Tomas Claudio College

Morong, Rizal

BSEducation- Supplemental 2017-2018

Lyceum of the Philippines University

Intramuros, Manila

BA in Foreign Service major in Diplomacy

2014

CERTIFICATIONS

Passed the Licensure Examination for Teachers

September 2019

TRAINING(S) AND SEMINAR(S)

Internship at the Department of Foreign Affairs- Manila

Honorary Consul Service Attaché Division May

– July 2013

EMPLOYMENT HISTORY

English Christian Academy

Teacher

Antipolo, City

July 2018 – March 2020

Tomoe Japanese Restaurant

F & B

Subang Jaya Malaysia

Receptionist/ Service Staff April-June
2017

- Greet and welcome the customers arrive in the restaurant
- Ensure client bookings for tables and set before customer arrival
- Providing excellent service to ensure satisfaction

Eastin Hotel

Hospitality

Petaling Jaya Malaysia

Frontdesk

Dec.2015- April 2016

- Greet and welcoming guest and attend their inquiries and also inquirers over the phone
- Inform guest of the services and accommodation rates in the hotel, make reservations according to their needs
- Be polite to the guest and make them feel comfortable and address any complaints in a courteous manner

Hanayuzen Japanese Restaurant

F & B

Subang Jaya Malaysia

Service Staff

Dec.2014- Sept. 2015

- Providing excellent service for the customer satisfaction
- Taking customer orders and delivering the food and beverages
- Making menu recommendations, answering questions from the guest that asking

Wensha Spa

Health and Beauty

Pasay, City

Frontdesk/ Facial Therapist

March 2010- April 2012

- Provide skincare treatment to face and body
- Advice clients on the products that suits to their skin needs
- Perform simple extraction to prick pimples and remove blackheads and whiteheads

Mai Boo Korean Beauty Centre

Health and Beauty

Timog Quezon, City

Facial Therapist/ Receptionist
Feb.2008- Jan.2010

- Sterilize equipments and ensure the cleanliness of working area
- Keep records of the clients services that provided
- Remove Body hair by applying wax and perform body scrub

OTHER SKILLS

- Ability to handle different situations and concerns
- Ability to organize and plan work
- Can work with the team

CHARACTER REFERENCES

Ma. Theresa G. Belmonte
ECA San Luis Principal
Antipolo, City
09171379260

PHD Concepcion Penaranda
TCC Professor
Morong, Rizal
09261835521

Mr. Ronald Joves
DFA/ AO HCSAD
Roxas Blvd. Pasay, City
09175352664