‍‍Diana Rose M. Suba

**Oldate, Barit Candaba Pampanga, 2013 | +639169964900 | yhannesuba26@gmail.com|Passport Number: EC0271120**

Objective

To obtain a full time position in a company that offers a professional environment and enables me to grow while meeting the company’s goal. And I want to be part of the success in an environment of growth and excellence.

Education

BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT | MARCH 2013 | ST. NICOLAS COLLEGE OF BUSINESS AND TECHNOLOGY

Skills & Abilities

**Hard Working**

**Adaptability and Ability to work under pressure**

**Computer Literate**

**Problem Solving**

**Communication Skills**

**Time Management**

**Customer Service Skills**

**PERSONAL IN FORMATION**

**Age: 25**

**Date of Birth: November 20, 1992**

**Gender: Female**

**Height 5 feet and 3 inches**

**Weight: 58 kilograms**

**Citizenship: Filipino**

**Religion: The United Methodist Church**

**Civil Status Single**

**Language: English, Tagalog**

**Experience**

**RESTAURANT WAITRESS | HOLIDAY INN MANILA GALLERIA | OCTOBER 2015- SEPTEMBER 2017·**

I become a part of F&B department as a server and I also operating as restaurant receptionist. My responsibilities is to greet the guest with a sweet smile coming in the restaurant, lead them to their seats and give the service they need to satisfy them and also answer all their questions to make them comfortable. I need to be attentive and energetic to give their needs or request in a fast and careful way and after they finish their meal we do bushing the dishes and cleaning the table and set up it again.

**PHARMACIST ASSISTANT | THE GENERIC PHARMACY | APRIL 2014- JULY 2015**

·Selling medicine to customer, greeting them in a nice way and we advising the customer what the best medicine they can take when they have minor sickness like headache or fever, but if they have prescription from the doctor we also explained well how the proper way to take their medicine so it will not be harm them with or without the prescription. We give them a free blood pressure monitoring and also blood sugar monitoring.

**VOLUNTEER WORKER | THE UNITED METHODIST CHURCH | MARCH 2013- MARCH 2014**

·I’m teaching choir, and the pianist of the church. I also act as a treasurer of the church.

**ON THE JOB TRAINING | HOLIDAY INN MANILA GALLERIA | JULY 2012-OCTOBER 2012**

**SEMINARS ATTENDENT**

vivere hotel | hotel exposure | 11th day of october 2009

TAAL VISTA HOTEL | OVERVIEW OF BASIC HOTEL OPERATION: FRONT OFFICE | 12TH DAY OF OCTOBER 2010

DAYS HoteL | MEAL MANAGEMENT SEMINAR | 13TH DAY OF OCTOBER 2010