**Giselle Ann B. Vergara**

Address : Brgy. 34, Oro Site Legazpi City, Albay

Contact # **09468891266**

Email Address : bermundo24@gmail.com

**OBJECTIVE**

 To become accountable through working so that it will benefits for the preparing in my future and to have an experience on your company.

**SUMMARY OF SKILLS**

* Ability to interact effectively to people
* Ability to handle multiple task at any time
* Ability to work on pressure.
* Flexible at work

**WORK EXPERIENCE**

* **Receptionist / Server / Food Dispatcher**

Kuya J Restaurant

Ayala Malls Legazpi

Legazpi City

April 20, 2017 - Present

**EDUCATIONAL BACKGROUND**

 Tertiary : Bachelor of Science in Hospitality Management

Dr. Carlos S. Lanting College

 Tomas Cabiles Street, Tabaco City

2014 -2017 (Graduate)

**Hotel Venezia**

**Cruzada, Legaspi City**

**On-the-job Training**

: Bachelor of Science in Business Administration

 Major in Management

 San Jose Community College

 San Jose, Malilipot, Albay

 2010 – 2011

: Pc Operation NCII

 Polytechnic Institute of Tabaco

 Panal, Tabaco, City

 2008 – 2009 (Graduate)

 Secondary : Zamora Memorial College

 High School Department

 Bacacay, Albay

 2004 - 2008

 Primary : Vinisitahan Elementary School

 Bacacay, Albay

 1998 - 2004

**PERSONAL INFORMATION**

Date of Birth : October 14, 1991 Age : 26yrs. old

 Weight : 48kgs.

 Height : 5’ 2”

 Nationality : Filipino

 Gender : Female

 Civil Status : Single

 Religion : Roman Catholic

 Mother’s Name : Cecilia B. Vergara

 Occupation : Housewife

 Father’s Name : Marciano B. Vergara

 Occupation : Carpenter

**ADDITIONAL TRAININGS AND SEMINARS:**

1. **National Certificate II in Bread and Pastry Production**

May 22, 2016

1. **National Certificate II in Food and Beverage Services**

March 12, 2016

1. **Training Certificate in Contact Center Services NC II**

December 1, 2015 – January 8, 2016

1. National Tourism Convension 2015: “**Innovation in Tourism and Hospitality for Global Competency”**

Regent Hotel, Naga City

August 29, 2015

1. Albay Tourism Summit 2015: **“Emerging Opportunities through Land, Air, Water”**

Albay Astrodome, Legazpi City, Albay

Febuary 22, 2015

**CHARACTER REFERENCES:** (Upon request)

I hereby certify that the above information included in this resume is true and correct.

 Giselle Ann B. Vergara

 Applicant’s Signature