

Angelo T. Valdez

#145 North Sanitary Camp, Baguio City

Philippines

Contact no.: 09063735509

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**Objective:**

To deliver my duties as a practitioner to the fullest satisfaction of the company, using my skills and capabilities. Taking responsibilities until I can serve as part of the management.

**Qualification, Skills and Interest**

* Ability to adjust with working schedules
* Willingness to take task and responsibility
* Troubleshooting client’s problems
* Ability to do multi –tasking
* Basic knowledge in computer
* Driving with professional driver’s license with 1 and 2 restrictions
* Confident

**Educational background:**

* Tertiary:

University of the Cordilleras

College of Hospitality and Tourism Management

Governor Pack Road Baguio City

2010-2015

* Secondary:

University of Baguio High School

Upper General Luna Road Baguio City

2009-2010

* Primary:

Don Mariano P. Nepomuceno Elementary School

Brgy. Cutcut, Angeles City Pampanga

2003-2009

**Seminars/Trainings/Workshop Attended**

* TOUR 1

Tree Top Adventure, Camp Johnhay Baguio City

* TOUR 2

SBMA (Subic Bay Metropolitan Authority), Manila

* Land Transportation Office (LTO)

Driving laws and regulations seminar

LTO URdaneta City

* Food handler’s sanitation seminar

T. Alonzo, Baguio City (Health Center)

* Front Desk And Housekeeping Duty and Seminar

Best Western Plus Antel Hotel, Makati

**Past experiences/ On the Job training**

* Acabar Marketing International Inc. Handling Samsung Mobile

March 2017 – 2020

Position:

Merchandising Ingress Egress Dealer Activity Support (MIDAS) Team Leader

-Handling 17-20 promoters in terms of merchandising

-Responsible for installation of Graphics and Visibility

-Negotiating store OIC’s for store Proposals

-Responsible for installation of Mobile Displays

-Giving cascades and Instructions to promoter in terms of merchandising materials

-Leading and enforcing the team to execute Look of Success in the store

* Garbes & Garbes Trading Globe Telecom.

September 2016 – December 2016

Position:

Merchandising Supervisor

-handling employees (10-15 merchandiser)

-ensures the safety and security of the workplace area/ designated area

-responsible for giving them schedule or adjusting their schedule

-responsible for comparing sales data for products they handle and make recommendations to management regarding possible solutions if sales are low

-negotiate products per store

-responsible for hiring, training, coaching and leading all full time and part time tactical merchandisers

-responsible for inventory of stocks.

-making reports directly to the manager

* Mines View Park Hotel

May 2016 - August 2016

Position:

Front Desk Officer / All around crew

-Greet guests and patrons as they arrive  
-Ask if guests have a prior booking  
-Manage the registration process  
-Ask for identification and ensure that the provided credentials are accurate  
-Handle guest check-ins and check-outs appropriately  
-Operate hotel switchboard, take calls and provide information and transfer calls  
-Manage accurate accounting of all rooms  
-Provide guests with room keys and call for bellboys  
-Take reservations over the telephone, through emails and in person  
-Answer queries regarding the hotel’s services, charges, dining facilities, s-ports facilities and travel directions  
-Refer guests to appropriate departments to resolve complaints or provide suggestions  
-Compute bills and take payments  
-Provide guests with directions around the hotel  
-Contact housekeeping and maintenance departments when a problem is reported  
-Explain appropriate use of keys and ensure that guests are satisfied with the rooms allotted to them  
-Balance cash at the end of the shift and generate accounting reports for the benefit of the next shift

* Café will Bar and Restaurant

Position:

Waiter - collects and serves orders.

Driver - personal driver of the boss. Bringing other employees at Long-Long(other branch)

Purchaser - purchase goods and stocks when needed

* City Tourism Office

Position:

Tour guide - Providing information to the tourist, Making tour packages, online and walk-in reservations, contacting suppliers (accommodation, souvenir shops, food and beverage.)Pre-tour for safety and security.

Tourist Arrival Surveyor - checking the capacity of each tourist buses/vans and coasters for office records

Escort: Escorting City Officials of other provinces, attends and record their meetings for future references.

* Department Of Tourism

Position:

Office Assistant- Answering phone calls, providing location. events information and directions for inquiring tourist. Calling for meetings about issues.

Site Checker- Going to events site of Department of tourism. Possible and potential tourism destinations. Tree planting, maintaining and restoring flora and fauna, wildlife. Promoting culture and traditions.

Canvasser- deliver canvass form and bid for the best and quality packages of each establishment where the events will be held.

* Best Western Plus Antel Hotel Makati / Mines view Park Hotel (May 2016 up to present)

Position:

Front desk clerk immersion training

Housekeeping immersion training-

-Clean rooms, lounges, lobbies, bathrooms and hallways  
-Vacuum and wash carpets and rugs  
-Empty wastepaper baskets and ashtrays  
- Transport trash to waste disposal equipment  
- Dust and polish wooden surfaces and furniture  
- Replace light bulbs and repair fixtures  
- Replenish bathroom and mini bar supplies

**Personal Data**

* Provincial Address : 308 Dama De Noche St. Angeles City
* Date of birth : November 12, 1993
* Place of birth : Baguio City,
* Age : 25
* Gender : Male
* Civil Status : Married
* Citizenship : Filipino
* Religion : Born Again Christian
* Father : Roger Valdez
* Occupation : Soldier (Afghanistan)
* Mother : Gemma Valdez
* Occupation : Housewife

**Character References**

* Paul Francis Abara

Employee

SM

09369288486

* Richard Yang-Ed

Agent

Manulife

09302852509

* Rexlender Liclican

Employee

SLU Elementary School, Baguio

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