

**Fatima Grazielle V. Cortez**

109-304,Eunhaengmaeul 1 danji Apt.,

Pung-dong, Ilsandong-gu, Goyang-si,Gyeonggido

Contact no.: 010-9763-3133

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**Objective**

To obtain a meaningful and challenging position that enables me to apply my skills. My ability and dedication to acquire and learn new skills will be my advantage to any company I work for.

**Job Experience**

July 2010- January 2011 Junior Assistant Manager

Raffles Hotel, Singapore

October 2007-June 2010 Receptionist/Food Attendant/Cashier

Mandarin Oriental, Manila

**Personal Information**

Date of Birth : October 17, 1986

Age : 25 y/o

Civil Status : Married

Citizenship : Filipino

Height : 5’4”

Weight : 110 lbs.

Complexion : Fair Complexion

**Educational Background**

*Tertiary*

**Bachelor of Science in Hotel and Restaurant Management**

Our Lady of Fatima University, Quezon City

(2003 – 2007)

**Trainings, Seminars, and Competitions Attended**

TRAININGS AND SEMINARS ATTENDED

Wine Training (Le Cellier)- Mandarin Oriental, Manila

March 11, 2010  
  
January 31, 2007- On the Job Training - DANARRA HOTEL AND RESORT  
March 28, 2007 120 Panay Ave., Quezon City  
-Front Office  
-Housekeeping  
  
December 07, 2006- On the Job Training - VALLE VERDE COUNTRY CLUB   
January 08, 2007 Capt. Henry Javier St. Brgy. Oranbo, Pasig City  
-F&B Office  
-Cost Control Office  
-Lanai Kitchen  
-Bakeshop  
  
August 16, 2006 SHANGHAI BISTRO SEMINAR  
Building A, Eastwood City Walk 2, Eastwood City,  
E. Rodriguez Jr. Ave. (C-5), Quezon City  
  
April 06, 2006 HOUSEKEEPINGS BED MAKING AND TURN-DOWN  
PROCEDURES AND FLOOR CARE SEMINAR  
El Centro, Legenda Hotel, Subic Bay Freeport Zone  
  
February 17, 2006 FLAIRING SENSATION, A BARTENDERS   
TRAINING WORKSHOP  
8th Flr. Function Room 1, 2 and 3 CAS Bldg.   
Our Lady of Fatima University  
Lagro, Quezon City  
  
September 16, 2005 CONCIERGE AT YOUR SERVICE SEMINAR  
8th Flr. Function Room 1, 2 and 3 CAS Bldg.  
Our Lady of Fatima University  
Lagro, Quezon City  
  
September 03, 2005 FIDELIO SEMINAR  
CSB- International Conference Center  
Arellano Ave. cor Estrada St. Malate Manila

**Other Skills**

Computer literate, waitering service, table setting, table skirting, napkin folding, cooking, basic computer skills, cashiering, leadership skills, and others.

CHARACTER REFERENCES  
  
Ms. Jeziel Belandres

Mandarin Oriental Manila  
7508888 loc 2424  
  
  
Mr. Dennis Dy  
Restaurant Manager, Maxims Hotel  
09178377674

*I hereby certify that the foregoing information is corrected and true to the best of my knowledge and avidity. Any false or incorrect information contained there shall be sufficient cause for conciliation.*

***Fatima Grazielle V. Cortez***