

RESUME



PERSONAL BACKGROUND

Name : **Lindon M. Fernandez**
Sex : Male
Civil Status : Single
Date of Birth : February 27, 1992
Place of Birth : Baybay City, Leyte
Age : 30 Years Old
Height : 5'7
Home Address : Brgy. Pangasugan, Baybay City, Leyte
Citizenship : Filipino
Religion : Roman Catholic
Contact Number : **0939-764-8185**
E-mail Address : lindonmf@gmail.com

EDUCATIONAL BACKGROUND

Elementary : Pangasugan Elementary School
Pangasugan Baybay City, Leyte
1999 – 2005
Secondary : Bunga National High School
Bunga Baybay City, Leyte
2005 - 2008
Tertiary : Visayas State University
Visca Baybay City, Leyte
2008 - 2012
Degree : Bachelor of Science in Hotel, Restaurant and Tourism
Management

WORK EXPERIENCE

- Job : **Management Information System (MIS)**
Property Management Office (SPMO)
Visayas State University
VisCa, Baybay City, Leyte
January 1, 2023 – Present
Work Rendered:
Data Entry Machine Operator II (DEMO II)
Prepare, organize, and encode PAR & FMS data for migration to the database;
Clean, organize, migrate existing archive data;
Gather MIS data from VSU offices;
Perform messengerial services in the absence of the person assigned; and
Performs other function as assigned by the superiors
- Job : **Property Management Office (SPMO)**
Visayas State University
VisCa, Baybay City, Leyte
July 3, 2017 – December 31, 2022
Work Rendered:
Clerk/Admin Aide III, Alternate dDRC, Monitoring, Inspection Reports, Inventory, Inspector Representative, Escorting/Receiving Deliveries, Updating of Memorandum Receipt and Recording Forwarded Files, & Driver.
- Job : **Supply Procurement and Property Management Office (SPPMO)**
Visayas State University
VisCa, Baybay City, Leyte
July 3, 2017 – December 31, 2020
Work Rendered:
Clerk/Admin Aide III, Voucher, Inspection Reports, Filing of Purchase Order, Inspector Representative, Escorting/Receiving Deliveries, Updating of Memorandum Receipt and Recording Forwarded Files.
- Job : **VSU Apartelle**
Visayas State University
VisCa, Baybay City, Leyte
January 1, 2014 – June 30, 2017
Work Rendered:
Front Desk Clerk/ Room Attendant, Assist Guest Luggage, Encoding Documents and other request
- Job : **Phil. Rootcrops/ Tissue Culture**
Visayas State University
VisCa, Baybay City, Leyte
June 1, 2013 – September 30, 2013
Work Rendered:
Science Research Assistant (SRA)

Job : **Leylam Shawarma**
 Robinsons Place Tacloban,
 Pan Philippine Highway,
 Marasbaras, Tacloban City
 November 2012 – January 2013
Work Rendered:
Service Crew, Cook, Purchaser and Inventory

Job : **Cebu Parklane International Hotel**
 Corner Archbishop Reyes Avenue
 And Escario Street, Cebu City
 August 2012 – September 2012
Work Rendered:
On-call Waiter/Banquet waiter

On the Job Training : **Cebu Parklane International Hotel**
 Corner Archbishop Reyes Avenue
 And Escario Street, Cebu City
 November 2011 – February 2012
Work Rendered:
Waiter, Cook, Food Attendant, Room Attendant, Room Linen Mangler, Errand and Sales Telephone Operator

SEMINARS/TRAININGS ATTENDED

30-31 August 2022 **ISO 9001:2015 Awareness/ Re-awareness Seminar**
 VSU RDE HALL
 Visayas State University, ViSCA, Baybay City, Leyte

21-22 July 2022 **Hands-Only Cardiopulmonary Resuscitation**
 VSU GYMNASIUM
 Visayas State University, ViSCA, Baybay City, Leyte

4 June 2022 **Disaster Risk Reduction and Management (DRRM) Training**
 Visayas State University, ViSCA, Baybay City, Leyte

13 September 2022 **ISO 9001:2015 Awareness/ Re-awareness Webinar**
 Visayas State University, ViSCA, Baybay City, Leyte

15 June 2019 **VSUCC BASIC COOPERATIVE COURSE SEMINAR**
 Pavillion Glassroom
 Visayas State University, ViSCA, Baybay City, Leyte

15 January 2019 **Orientation Workshop Among JO Clerks & Laboratory Technicians**
 CCE Building
 Visayas State University, Visca, Baybay City, Leyte

20-30 June 2016 **Basic Training**
 University of Cebu - Mambaling Campus
 Cebu South Road Properties, Mambaling

22 October 2012	Orientation Seminar for Food Handlers City Health Office Tacloban City, Leyte, Philippines
29 September 2011	Conceptualizing and showcasing an event that upholds the hospitality and tourism industry in region VII during the Events Exhibit 2011. Techno mart and Pasalubong Center Visayas State University Visca, Baybay City, Leyte
19 February 2011	1st Orientation Seminars on the Industry Practice (HRTM 200) Center for Continuing Education (CCE) Visayas State University Visca, Baybay City, Leyte
13 March 2010	Fire Awareness and Control Seminar DFST Pilot Plant Visayas State University Visca, Baybay City, Leyte, Philippines
14 December 2010	Basic Fine Dining and Table Etiquette Marriott Hotel Cardinal Rosales Avenue, Cebu City, Philippines
14 December 2010	Lecture and Demonstration on Foreign Dishes Marriott Hotel Cardinal Rosales Avenue, Cebu City, Philippines
14 December 2010	Lecture on Personality Development and Communication Skills Cebu Crown Regency Hall Cebu Crown Regency Residence Guadalupe, Cebu City, Philippines
27-29 December 2010	30 Hours of Service and Practicum Training Of Food and Beverage Operation Captain's Grill and Restobar Baybay City, Leyte
3 October 2010	36 Hours Practicum Training Housekeeping Services / Room Attendant Course BAYVIEW INN Batuan, Ormoc City, Leyte
3 October 2010	36 Hours Front desk Representative Course BAYVIEW INN Batuan, Ormoc City, Leyte

MEMBERSHIP IN ORGANIZATION

Member:

Society of Hospitality Tourism Students (SHOTS)

Visca, Baybay City, Leyte

2008 – 2012

PERSONAL REFERENCES

ALICIA M. FLORES

0917-634-1430

Head SPPMO

VisCa Baybay City, Leyte

FRANCISCO G. GABUNADA

0917-532-2196

University Secretary

Visca Baybay City, Leyte

CONNEL D. ANTIPASO

0917-310-1458

Appartelle Manager

VisCa Baybay City, Leyte

CHEEZKA MARIE L. MERCADER

Cebu Parklane International Hotel

Human Resource Assistant

Corner Archbishop Reyes Avenue

And Escario Street, Cebu City