

# Allen Glenn L. Leonor

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## OBJECTIVE:

To be hired as an administrative assistant where I can enhance my working capacity, utilize my skills, and intelligence; and to provide myself a better working environment surrounded with people who will allow me to grow professionally.

## EDUCATIONAL BACKGROUND:

### PRIMARY:

#### **Mother of Perpetual Help School**

Sambong Street Western Bicutan Taguig City  
(S.Y 2002-2008)

### SECONDARY:

#### **MCA Montessori School**

AFPOVAI Fort Bonifacio Taguig City  
(S.Y 2008-2012)

### TERTIARY:

#### **BS in Hotel, Restaurant and Tourism Management**

#### **Visayas State University**

Visca Baybay City, Leyte  
(S.Y 2013-2019)

## SKILLS:

- Comprehend and communicate well both in English and Filipino languages
- Computer literate (proficient in MS Excel, MS Word, MS PowerPoint, MS Spreadsheet)
- Capable of collecting, reviewing, and analyzing data and;
- Can present data or reports using word processing, spreadsheet, and other software
- Versatile, and can adjust to different tasks and environment
- Can multitask and maximize time to ensure efficient and maximum performance
- Dedicated, reliable and hardworking
- Well-mannered and possesses etiquette
- Can work under pressure, and solve problems that require immediate solution
- Time and calendar management
- Can operate 2 or 4-wheeled vehicles (useful in emergency cases and errands that require transportation)

## **SEMINARS & WORKSHOP:**

- **Basic Fine Dining and Table Etiquette**  
March 10, 2018  
Waterfront Cebu City Hotel and Casino 1 Salinas Drive, Lahug, Cebu City
- **Lecture on Customer Service**  
March 11, 2018  
Alta Cebu Village Resort and Convention Center, Cebu City
- **Lecture on Hotel Operation and Demo on Basic F & B Service**  
March 11, 2018  
Jpark Island Resort & Waterpark, Maribago, Mactan Philippines
- **Gender Sensitivity and Anti-Sexual Harassment Orientation**  
June 22, 2018  
ISRDS Building, ViSCA, Baybay City, Leyte
- **2<sup>nd</sup> Youth Business Conference**  
April 3, 2017  
VSU Convention Hall, ViSCA, Baybay City, Leyte
- **Jackfruit Cookfest 2017**  
**Production Staff**  
August 9, 2017  
VSU Gymnasium, ViSCA, Baybay City, Leyte
- **93<sup>rd</sup> VSU Farmers and Fisherfolks Day**  
**Food Attendant**  
August 11, 2017  
VSU Gymnasium, ViSCA, Baybay City, Leyte
- **Food and Beverage Service Seminar-Workshop**  
October 15, 2017  
DCHM Building, ViSCA, Baybay City, Leyte
- **Fire and Earthquake Drill**  
November 18, 2017  
DCHM Building, ViSCA, Baybay City, Leyte
- **World Tourism Fashion Show**  
**Participant**  
May 24, 2016  
VSU Gymnasium, ViSCA, Baybay City, Leyte

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**PRE-PRACTICUM EXPOSURES:**

- **50-hours Pre-Practicum in Food and Beverage Services**  
June 14, 2018  
Captain's Grill and Restobar, J.P. Rizal Boulevard, Baybay City, Leyte
  - **50-hours Exposure in Housekeeping**  
April 26, 2017  
VSU Apartelle, ViSCA, Baybay City, Leyte
  - **50-hours Exposure in Front Office**  
April 26, 2017  
VSU Apartelle, ViSCA, Baybay City, Leyte
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**ORGANIZED EVENTS:**

- **Personality Development Seminar**  
November 11, 2017  
VSU Convention Center, ViSCA, Baybay City, Leyte
  - **Larong Pinoy: Laro ng Lahi**  
**Event Coordinator**  
May 27, 2016  
Visayas State University (VSU), ViSCA, Baybay City, Leyte
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**PRE-PROFESSIONAL EXPERIENCE:**

- **KUTING REEF SOUTH OF LEYTE**  
Food and Beverage Department/Restaurant Staff  
August 1, 2018 – November 4, 2018
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## **CHARACTER REFERENCE:**

**Dr. Reynaldo A. Nama**

Master Teacher 2/College Professor Signal Village National High school/ACLC College  
Taguig  
+639154992131

**Dr. Oliver Niere**

Teacher 3/ DEPED  
[oliver.niere@deped.gov.ph](mailto:oliver.niere@deped.gov.ph)

**Mr. Danny Boy B. Malot**

Secondary Teacher 1  
Katipunan National High School Katipunan Silago, Southern, Leyte 6607  
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**Mr. Harry Jay Cavite**

PhD Student King Mongkut's Institute of Technology Ladkrabang  
College Professor Visayas State University  
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