



AUDREY ORAIS

OBJECTIVE

A highly motivated individual, with strong communication and interpersonal skills, seeking a challenging role in a reputable organization to utilize the knowledge and experience gained and contribute to the organization's growth.

CONTACT

PHONE:

0946-257-0677

ADDRESS:

Block 17 Lot 3 and 4
Imelda Village, Tacloban City

EMAIL:

oraisaa21@gmail.com

KEY SKILLS:

Excellent Communication and
Interpersonal Skills
Computer Literate
Adaptability and Flexibility
Meticulous and Detail-oriented

EDUCATION

MASTERS IN MANAGEMENT

2024 - PRESENT

Leyte Normal University

**BACHELOR OF SCIENCE IN TOURISM, HOTEL AND RESTAURANT
MANAGEMENT**

2015 - 2019

Leyte Normal University

WORK EXPERIENCE

September 16, 2021 – PRESENT

Administrative Assistant I

Office of the Regional Executive Director

Department of Agriculture Regional Field Office VIII

Function: Takes charge in assessing, recording, tracking, filing and monitoring of all incoming and outgoing documents that vary from letters, requests, other correspondence and important data. Conducts review and release of pertinent documents from all Operating Units in the DA RFO 8, that require the approval of the Regional Executive Director. Assists in Board of Regents related activities.

May 12, 2021 – August 12, 2021

Food and Beverage Associate

Leaf Lounge

Ironwood Hotel

Function: The Ironwood Hotel is the perfect embodiment of your modern business boutique hotel featuring a modern butler concept. Anticipating needs and catering to requests to ensure a pleasurable stay is the main objective of being a butler. As a pioneering staff of Leaf Lounge, I assumed multiple roles such as wait staffing, food running, bussing, cashiering and inventory taking while working on the floor. Aside from that, I have also greatly contributed to the creation and concoction of the restaurant's selected beverages.

June 16, 2020 – January 23, 2021

Front Desk Clerk

Front Desk Office

Comfort Inn Williamsburg Gateway, Virginia, USA

Function: The front desk clerk is the first and foremost point of contact of a client or customer upon entering the establishment. Greeting them with a friendly and enthusiastic smile, booking reservations, checking them in their rooms, providing information about the local tourist spots and restaurants, answering queries, addressing complaints and closely coordinating with the different departments for a smooth operation, are

some of the duties and responsibilities undertaken by the staff. I have secured multiple agreements between the establishment and contract workers in the area, who wish to stay at the hotel for a discounted rate. I have also accomplished a full house occupancy, garnering about 10% increase in daily revenue, earning praise from supervisors and co-workers alike.

October 26, 2019 – March 16, 2020

Food and Beverage Trainee

Devils Grill

Wintergreen Resorts Virginia, USA

Function: Equipped to consistently provide professional, friendly and engaging service, assist guests with making menu choices in an informative and helpful fashion, skillfully promote items in beverage lists and restaurant specials and maintain knowledge of current menu items, garnishes, ingredients and preparation methods. I have established great value adding relations with the clients and encouraged interested parties to register for club membership and premium benefits. March 30, 2018 – June 12, 2018 Room Attendant • Housekeeping • Kalahari Resorts Wisconsin Dells, Wisconsin, USA Function: Housekeeping is responsible for cleanliness, sanitation, maintenance, aesthetic upkeep of rooms, public areas, back areas and surroundings. The liability of one's safety from the potential hazards and contagious waste fall on the shoulders of the said personnel. I have meticulously and thoroughly observed proper protocols on waste disposal management and sanitation in accordance to the establishment's standards while under time pressure. I have consistently met and even surpassed the quota of rooms to be cleaned daily and have been recognized as "Housekeeper of the Week" for two consecutive weeks.

SEMINARS, ACTIVITIES AND CERTIFICATIONS

Orientation on Gender and Development Basic Concepts and Updates of DA-RFO8's 2023 GAD Plans and Budgets (GBP) (April 25, 2023)

Civil Service Exam (June 19, 2022)

USA Internship Program 2019-2021

On-the-Job Training (City Tourism Operations Office) 2019

On-the-Job Training (Hotel XYZ) 2018

USA Work and Travel Program 2018

Hygiene and Sanitation in the Tourism and Hospitality Industry Seminar 2017

National Certificate II Food and Beverage Services 2016

Proper Escorting, Ushering, and Tour Guiding Services, Protocols for the Leyte Landing, and Team Building

REFERENCES

NAME	POSITION	CONTACT NUMBER
RUBY Q. CALESTERIO	EXECUTIVE SECRETARY/ SRS II – DA RFO VIII	09459824908
WALT RENDZIA	MANAGER – WINTERGREEN RESORT VA	wrendzia@wintergreenresort.com
NEIL PHILIP KINTANA	SUPERVISOR – IRONWOOD HOTEL	09365413832