

# **MINETTE MACASUHOT NIÑEZ**

**Address:** Taliwa, Malitbog Southern Leyte, Philippines    **Cell No.** 09814456324

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## **PERSONAL SKILL**

- Demonstrate self-initiative, competitiveness and leadership.
- Excellent Communication skill, both oral and written.
- Highly organised and Flexible at all times.
- Ability to work independently or as part of a team.
- Superior multi-tasking skills and keen on details.
- Good sense of judgement and can work effectively under pressure.

## **EDUCATIONAL ATTAINMENT**

**Bachelor of Science in Hotel, Restaurant and Tourism Management (BSHRTM- Cum Laude)**  
Southern Leyte State University MC, Sogod Southern Leyte Philippines (2013-2017)

## **ACHIEVEMENTS & AWARD**

- Outstanding Scholastic Performance –Dean's Lister (2013-2016)
- Civil Service PD 907- Honor Graduate Eligibility

## **TRAININGS/SEMINARS/WORKSHOPS/CERTIFICATES**

- **Food and Safety Standard** - SLSU MC Conference Room, Sogod Southern Leyte Philippines- Mar. 8, 2014
- **Future Trends in Human Resources Management** - Held at SLSU MC USSC Plenary Hall, Sogod Southern Leyte Philippines- Mar. 8, 2014
- **Certificate of Recognition for Skills competition, Category: Dessert Making**  
SLSU MC, Sogod Southern Leyte Philippines- September 17, 2014
- **Performance Based Assessment in Business and Front Office Management**  
SLSU MC USSC Plenary Hall, Sogod Southern Leyte Philippines- Sept. 16, 2015

## **LICENSURE/ASSESSMENTS**

- TESDA NC II Holder, **National Certificate II in Bartending** (April 28, 2015)
- TESDA NC II Holder, **National Certificate II in Massage Therapy** (March 10, 2016)

## **PRE- PROFESSIONAL WORK EXPERIENCES: Practicum 2016-2017**

- 600 hours of internship at Brentwood Suites Quezon City, Philippines.
- 600 Hours of internship at DIVE MDG Department of Tourism (DOT) Makati City Philippines

## **WORK EXPERIENCE**

### **MAX'S RESTAURANT (July 29, 2018 – December 04, 2019)**

GD Gantuangco Food Group Inc. - SM Center Ormoc City

### **Customer Service Associate / Server (July 29, 2018-May 29,2019)**

- Receive, accept and assist guests.
- Advise on menu selections and do order taking.
- Serve food.
- Performed extensive side work, both before and after shift to ensure food preparation were clean and well organised.
- Address customer complaints and concerns.
- Provide customer service.

**Branch Administrative Officer (May 30, 2019 -December 04,2019)**

- Develop, implement and analyse budget and cost estimates. Update store inflows and outflows of funds and check.
- Negotiate arrangements with suppliers for food and other supplies. Issue check in payables and vouchers to suppliers and make billings to other forms of payment.
- Hire food service staff and train staff in job duties.
- Submission of Payroll, Business Permits and Licences.
- Compliance of Monthly Reports: Income Statement, Statement of Gross Sale, Certified Monthly Sales Report.
- Transact with other Government Offices. (SSS, PHILHEALTH, PAG-IBIG)

**LOCAL GOVERNMENT UNIT - (March 02, 2020 - April 30, 2022)**

Municipality of Malitbog Province of Southern Leyte (Rural Health Unit-BHS Taliwa)

**Job Order: Assistant in health care related services.**

- Assist Doctors, Nurses and Midwives for consultation and check-up for patients.
- Compliance of Monthly report (DOH Programs)
- Support LGU-DOH Programs (Covid19 Vaccination, Immunization, Bloodletting etc.)
- Pick up Covid Patients from home and assist them for Swab testing in isolation facilities.
- Assist covid patients in isolation facilities for their needs and concerns.

**FREELANCE SOCIAL MEDIA STRATEGIST - (July 2022 - Present)**

Online Jobs/ Freelancing/ Working Online

- I help businesses to get traction on Social Media
- I help them optimise, connect and grow their online platform through creative and innovative strategies on Social Media Campaigns by creating visually appealing contents and graphic visuals.
- Do branding, Market research and Audits.
- Graphic designing.
- Plan, create and schedule contents.
- Monitor engagement and campaign performance.

**CHARACTER REFERENCE:****SHYRELL JANE C. MAUNES**

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**GLENN B. NUÑEZ**

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**MAYCEL TUGAY**

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