

Curriculum Vitae

Gesel T. Añaves
Zone 6, Brgy. Guadalupe, Baybay City
Leyte
0905-856-3920
asevanagesel@gmail.com



Career Objectives:

To seek a position wherein I can fully contribute my knowledge and skills acquired through my study and experiences.

Personal Profile:

Nickname:	Gesel
Age:	28
Date of Birth:	January 23, 1993
Place of Birth:	Talibon, Bohol
Gender:	Female
Civil Status:	Single
Religion:	Roman Catholic
Father's Name:	Genaro A. Añaves
Mother's Name:	Vicenta T. Añaves
Contact no:	0935-764-2144
Parent's Home Address:	Ubay, Bohol

Skills:

- Computer Literate
- Inter Personal and Social Skills
- Able to work with less supervision
- Able to adjust easily with the new environment
- Dedication and loyalty towards work.

Educational Background:**College:**

2017- 2018	Bachelor of Secondary in Education Franciscan College of the Immaculate Conception Baybay City, Leyte
2009- 2013	Bachelor of Science in Hotel Restaurant and Tourism Management Visayas State University Visca, Baybay City, Leyte

Secondary:

2005-2009	Ubay National Science High School Fatima, Ubay, Bohol, Philippines
-----------	---

Elementary

1999-2005	Katarungan Elementary School Katarungan, Ubay, Bohol, Philippines
-----------	--

On- the- Job Training:

Badian Island Resort and Spa Badian Island, Badian Cebu, Philippines

Trainings and Seminars:

May 20, 2021	Food Safety and Hygiene Seminar Peptus Cop
May 3- 4, 2021	Entrepreneurial Instinct toward Business Recovery DOT Eastern Visayas Webinar
February 10, 2021	Developing Training Curriculum TESDA Online Program
March 1-3, 2020	Brand Marketing and Content Creation in Social Media for MSMEs DOT Eastern Visayas Webinar

November 27, 2020	The ISO 9001:2015 Awareness and Re-Awareness Webinar Visayas State University Visca, Baybay City, Leyte
November 22, 2020	Conduct Competency Assessment TESDA Online Program
November 13, 2020.	Document Tracking System Visayas State University Visca, Baybay City, Leyte
July 28-29, 2020	Health and Safety Guidelines Governing the Operations of Accommodation Establishments Under the New Normal DOT Eastern Visayas Webinar
July 8-9, 2020	Cleaning, Disinfection and Hygiene in Tourism Hospitality Facilities DOT Eastern Visayas Webinar
June 9, 2018	TESDA- NCII Bread and Pastry Franciscan College of the Immaculate Conception Baybay City, Leyte
October 20-29, 2018	INTEGRATING ICT INTO TEACHING AND LEARNING (Basic ICT Skills, ICT4E and PROBLEM BASED LEARNING) GEEN ED Consultancy, Training and Review Center Ormoc City, Leyte
October 10, 2019	Re- Orientation on Front Office and Housekeeping Services VSU Hostel Pangasugan, Baybay City, Leyte
November 16, 2019	POS and PMS Seminar VSU RDE HALL Pangasugan, Baybay City, Leyte
November 18, 2017	TESDA- NC II Housekeeping Franciscan College of the Immaculate Conception Baybay City, Leyte

January 28, 2012	Seminar on Preparation on Fire Awareness and Preparedness DCHM, VIP Room Visayas State University Visca, Baybay City, Leyte
February 27, 2012	Lectures on Sales and Marketing Marriot Hotel, Cardinal Rosales, Avenue Cebu City, Philippines
February 28, 2012	Lectures and Exposure on Marketing and Advertising Cebu City, Philippines
March 11, 2012	Flower Arrangement Workshop DCHM, VIP Room Visayas, State University Visca, Baybay City, Leyte

Work Experience:

April 2021- July 2021	Part- time Instructor Facilitate learning through educational theories and psychologies. Apply different teaching strategy to be effective and efficient educator.
2017- Present	Front Desk Clerk, VSU Hostel Front Desk Officers represent the first contact of a company with its customers. Duties includes greeting visitors, accepting deliveries, collecting payments, doing paperwork or clerical works such as inventory, financial report, purchase request and other documents needed for VSU Hostel operation, answering inquiries, and assisting the manager.
2014- 2016	Cashier, Insurance Agency Perform money related responsibilities such as accepting collection and issuing official receipt, computing shares, reimbursement and petty cash. Perform financial report for the entire branch.

Character Reference:

April Gayle V. Calunangan
DTHM Instructor and OIC Manger in VSU Hostel
0917-533-9495

Nancy V. Dumaguing
DTHM Instructor and former VSU Hostel Manager
0926-801-4558

Vilma Olleras
Former VSU Hostel Manager
0936-813-5002