



Klein Sanchez

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| Purok -4, Libertad, Isabel, Leyte |

Objective

To share and apply my knowledge to the company, and to contribute to a company's success through the use of my skills and the highest of my ability.

Key Skills

- ✓ Project management
- ✓ Time Management
- ✓ Team management
- ✓ Goal setting and meeting goals

Education

- March 2019** **CSC Sub- Professional Passer**
Civil Service Commission
- April 2012** **Bachelor of Science in Hotel Restaurant and Tourism Management**
Visayas State University
Visca, Baybay City, Leyte

Experience

- Mar 2018 – June 2022** **Administrative Aide III**
PESO Office, LGU-Isabel
Isabel, Leyte

Scope of Work:

- Register job seekers online and offline registration form for local or overseas job hiring and for skills training profiling for office reference.
- Coordinate with private establishments or agencies for their job vacancies for job posting thru social media.
- Facilitate the conduct of Special Recruitment Activity to be conducted by the requested agencies or establishment on the scheduled date and time.
- Assist the interviewer during the initial interview of the applicants such as filling the provided forms given by the agencies or establishments.
- Prepare Monthly Reports such as Registered Applicants Records, Job Vacancies Solicited, Skills Training Profiling Forms and Etc. to be submitted to DOLE WLFO Ormoc City.
- Perform other duties such as data monitoring of Tourism Attraction Visitors Record for tourist spots, data monitoring for Hotel
- Assist Returnee's OFW who undergo maltreated cases abroad, deported due to medical cases or repatriation and want to avail some programs from the government such as Balik Pinas Balik Hanapbuhay Program, CAMP-DOLE Program
- Assist young individuals who want to avail skills training program under TESDA Scholarships such as Welding, Plumbing, Masonry, Carpentry and Etc. in partnership with LGU-Isabel and also the SPES Program under the Department of Labor and Employment.

Character Reference

Ms. Jackielyn Cerillo
HR-LGU Isabel
Cell No. 9978391945

Ms. Alma Flandez
Agricultural Technologist
LGU-Isabel
Cell. No +63 935 945 4800

Ms. Marie Bianca Genosa
Negosyo Center Business
Counsellor
DTI- Leyte
Cell No. +63 936 962 4166

July 2015 – May 2016

Officer in Charge

Moussaka Functions and Restaurant
Bilwang, Isabel Leyte

Scope of Work:

- Monitoring kitchen and restaurant request for daily uses.
- Prepare reports at the end of every function.

August 2012 – Feb 2015

Front Desk Officer

Panglao Regents Park
Panglao, Bohol

Scope of Work:

- Welcome foreign and local guest upon arriving at the resort, answering guest queries and facilitating them while they are in the resort.
- Handled incoming or walk-in reservations and calls, Check in and Checkout process.
- Handled morning and evening cashiering. Writing and drafting correspondence, reports, forms and other documents that are related to the resort.
- Trained as a Front desk Supervisor and was assigned to different departments to know their functions and importance.

Seminars & Trainings

Basic Tourism Statistics Training

Webinar Training

Training on Trainers of Work Ethics of a Productive Worker

Webinar Seminar

Skills and Training of Front Office, Guest Relation and Sales Marketing

Le Pensione San Jose, Cogon
Tagbilaran City

Standard First Aid and CPR for Professional Rescuers

Panglao Regents Park Resort
Ester Lim, Tawala, Panglao Bohol

PTAA Travel Tour Expo 21

SMX Convention Centre Mall of Asia Complex,
Pasay City, Metro Manila

Orientation seminar on Industry Practice

Centre for Continuing Education
VSU, Baybay City, Leyte

Lecture on Personality Development and Communication Skills

Cebu Crown Regency Residences
Guadalupe, Cebu City

Basic Fine Dining and Table Etiquette

Cebu City Marriott Hotel
Cardinal Rosales Ave., Cebu City

Lecture and Demonstration on Foreign Dishes

Cebu City Marriott Hotel
Cardinal Rosales Ave. Cebu City

Personality Development & Social Graces

DFCS VIP hall
VSU, Baybay City, Leyte



