

SHARA LIZ DEDACE BREHONIO

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PROFESSIONAL PROFILE

To obtain a position that would best fit my qualifications and develop further my skills and capabilities to work productively and accurately in your company with a deep sense of responsibility and integrity.

WORK HISTORY

Administrative Aide III/ Deputy Document Records Controller

January 2023- Present

Office of the Director for Quality Assurance

Visca, Baybay City, Leyte, Philippines

- Assists the Quality Management Officer (QMO) in the performance of activities related to quality assurance and the implementation of VSU's Quality Management System (QMS) and documentation of ISO related activities.
- Collects, reviews, and analyzes data and prepares reports, charts, budgets, and other presentation materials utilizing word processing, spreadsheet, or specialized software.

Administrative Aide III

July 2021- December 2022

Philippine Statistics Authority

Hindang, Leyte, Philippines

- Keeps and manages assigned registration kits
- Performs basic troubleshooting and reports technical
- Maintains the defined operating standards as mandated by the PSA and ensure compliance to approved processes; and performs other tasks that may be assigned by supervisor/s.

Casino Dealer

September 2018- December 2021

Mactan Isla Resort & Casino

Lapu-Lapu City, Cebu, Philippines

- Creating an enjoyable and fun atmosphere by attending to player's needs politely.
- Pay winnings or collecting losing bets as established by the rules and procedures of a specific game.
- Compute amounts of players' wins or losses.
- Report any unlawful act to the floor manager immediately.
- Inspect cards and equipment to be used in games to ensure that they are in good condition.

Housekeeping Attendant

2017-2018

Mandarin Plaza Hotel

Archbishop Reyes Corner Escario St., Cebu City, Cebu, Philippines

- Replenishing amenities such as towels and toiletries.
- Stocking general housekeeping supplies and reporting any equipment malfunctioning.
- Ensuring all rooms are cared for and inspected according to standards and guests' needs are met

EDUCATION

College:

Palompon Institute of Technology

2014-2018

Palompon, Leyte

Bachelor of Science in Hotel and Restaurant Management- Major in Cruise Ship Management

ACADEMIC/NON-ACADEMIC ACHIEVEMENTS

- **Lucky Dealer Award**
 - Mactan Isla Resort and Casino, June & August 2019
 - Certificate of recognition for being a lucky dealer
- **Best Employee Award**
 - Mactan Isla Resort and Casino, April 2019
- **Academic Scholar S.Y. 2015-2018**
- **Civil Service Professional Eligibility**
- **Graduated as a Latin Student in my Bachelor's Degree S.Y. 2018**

TRAININGS AND SEMINARS

- **The 5s Revolution for Clerks and Heads**
Visca, Baybay City, Leyte
- **Data Privacy Act of 2012, Privacy Impact Assessment and Ease of Doing Business**
Visca, Baybay City, Leyte
- **ISO Awareness Seminar 9001:2015** - Visca, Baybay City, Leyte
- **Basic Customer Service Relation-** Sabin Resort Hotel, Ormoc City, Leyte
- **Basic Training (BT): Personal Survival Technique, Fire Prevention and Fire Fighting, Elementary First Aid, Personal Safety and Social Responsibility**
University of Cebu- METC Mambaling, Cebu City
- **NC II Holder in Housekeeping-** St. Alloysius Training Center, Ormoc City
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SKILLS

- Can speak English, Tagalog and Cebuano
- Proficiency on Microsoft Applications (Word, PowerPoint, Excel)
- Perform administrative tasks.
- Strong interpersonal skills, customer service, fast learner, flexible, hardworking, honest

REFERENCES

Joel Rey U. Acob

Contact Number: 09569161146

Hesson Edn-Ebn Doble

Contact Number: 09770556118

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

SHARA LIZ D. BREHONIO

Applicant