

**Name:**

**RAIZEL M. PIAMONTE**

**Address:**

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**Objective:** To be a part of VSU and efficiently perform its mission and vision to acquire knowledge, build-up character and help guests/clients.

**Qualifications:** Good communication skills, Flexible, Hardworking, Computer Literate, Knows how to drive (motorcycle and four wheeled vehicles) and has basic skills in guest/customer service functions.

### **PERSONAL INFORMATION**

Age:	34 years old
Date of Birth:	March 5, 1988
Place of Birth:	Naval, Biliran
Nationality:	Filipino
Civil Status:	Married
Religion:	Roman Catholic
Permanent Address:	Brgy. Pangasugan, Baybay Leyte
Height:	5' 4"
Weight:	75 K
Languages/dialects spoken:	English, Tagalog, Cebuano and Waray Dialect

### **EDUCATIONAL ATTAINMENT**

2009-2013	Bachelor of Science in Hotel, Restaurant and
2005-2007	Tourism Management (BSHRTM) Graduate
	Visayas State University
	Visca, Baybay City, Leyte
2000-2005	Secondary Education
	Plaridel National High School
	Plaridel, Baybay City, Leyte
1994-2000	Elementary Education
	Visca Foundation Elementary School
	Visca, Baybay City, Leyte

### **ELIGIBILITY**

- Career Service Sub-Professional Examination Passer
- VSU Clerical Examination Passer

## EXPERIENCE

<b>Office Clerk</b> August 2021- Present	VSU, Supply and Property Management Office Visca, Baybay City, Leyte
<b>Front desk Clerk</b> December 2017- Present	VSU Hostel Visca, Baybay City, Leyte
<b>Industry Practice</b> May to October 2012  <i>Training Description:</i>	800 hours Department of Tourism - Camiguin Camiguin, Philippines <i>Positions designated were as tour guide and front desk officer</i>
<b>Food Attendant</b> Year 2011  <i>Training Description:</i>	15 hours ((Pre-practicum experience) APMC Catering Services Visca, Baybay City, Leyte <i>Responsibilities include venue set-up for any type of event, food service, food control and venue restoration.</i>
<b>Front Desk Officer</b> Year 2011  <i>Training Description:</i>	20 hours (Pre-practicum experience) VSU Hostel Visca, Baybay City, Leyte, Philippines <i>Responsibilities include assisting Front Office Clerk in guest reservations</i>
<b>Room Attendant</b> Year 2011  <i>Training Description:</i>	20 hours (Pre-practicum experience) VSU Apartelle Visca, Baybay City, Leyte, Philippines <i>Responsibilities include cleaning guest rooms and bed making.</i>

## SEMINARS AND WORKSHOPS ATTENDED

26 March 2021	<b>Reinforcing Competencies of Eastern Visayas Tourism Players Front Office Operations Under the New Normal</b> <b>Department of Tourism</b> VSU Hostel Visca, Baybay City, Leyte
13 November 2020	<b>Document Tracking System System</b> <b>Human Resource Information System</b> Visca, Baybay City, Leyte
26-28 August 2020	<b>Reassessing Housekeeping Practices During Pandemics: An Approach to Protecting Tourism Stakeholders</b> <b>Department of Tourism</b> Hostel Function Room Visca, Baybay City, Leyte
28-29 July 2020	<b>Reinforcing Competencies of Eastern Visayas Tourism Players</b> <b>Department of Tourism</b>

	Hostel Function Room Visca, Baybay City, Leyte
8-9 July 2020	<b>Infection Prevention and Control: Cleaning, Disinfection, and Hygiene in Tourism Hospitality Facilities</b> <b>Department of Tourism</b> Hostel Function Room Visca, Baybay City, Leyte
16 November 2019	<b>Seminar on Hospitality Industry Systems: Point-of-sales and Property Management System</b> RDE HALL Visca, Baybay City, Leyte
6 October 2019	<b>Housekeeping NCII</b> Acedilla Technology Institute Baybay City, Leyte
10 October 2018	<b>Re-Orientation on Front Office and Housekeeping Services</b> Hostel Function Room Visca, Baybay City, Leyte
24 January 2018	<b>Effective Customer Service Training</b> Auditorium Hall, Legislative Building Baybay City, Leyte
3 August 2013	<b>Video Production and Promotional Material Seminar</b> VSU Convention Center Visca, Baybay City, Leyte
23 February 2013	<b>Hospitality and Tourism Education: “An Opportunity for Advancement” Conference</b> VSU Convention Center Visca, Baybay City, Leyte

## REFERENCES

<b>April Gayle V. Calunangan</b>	<b>VSU Hostel Manager</b> Department of Consumer and Hospitality Management VSU, Visca, Baybay City, Leyte +63 917 533 9495
<b>Alicia M. Flores</b>	<b>Head</b> Property Office VSU, Visca, Baybay City, Leyte +63 917 634 1430
<b>Dr. Nancy Dumaguing</b>	<b>Former Manager (VSU HOSTEL)</b> Department of Consumer and Hospitality Management VSU, Visca, Baybay City, Leyte +63 926 339 8529