



Name: **MARY DAWN L. MAZO**

Address: Brgy. Gabas, Baybay City, Leyte

Email: marydawnlatras@gmail.com

Phone No: 09463191480

Summary of Qualification:

Extremely motivated and passionate in whatever I choose to do. Strong interpersonal and communication skill and know how to handle and deal with different kinds of people and circumstances. Equally effective working independently and in cooperation with other.

Educational Attainment

2016-2017 (22 units)	Bachelor of Secondary Education Saint Michael College of Hindang, Leyte, Inc. A. Bonifacio St., Poblacion II, Hindang Leyte
2009- 2016	Bachelor of Science in Hotel, Restaurant, and Tourism Management Visayas State University Visca, Baybay City, Leyte
2005 – 2009	Secondary Education Baybay National High School Baybay City, Leyte
1999 - 2005	Elementary Education Gabas Central School Gabas, Baybay City, Leyte

Professional Experiences:

ADMINISTRATIVE CLERK (March 2019-Present)

ALUMNI AND COMMUNITY RELATIONS OFFICE (ACRO)
VSU, VISCA BAYBAY CITY LEYTE

RECEPTIONIST (January 2017- May 2018)

VSU Balay Alumni
Visayas State University
Visca Baybay City, Leyte

BARISTA/VISCCAFAE (January 2016– December 2016)

VSU Balay Alumni
Visayas State University
Visca Baybay City Leyte

National Competency II (NCII)

Food and Beverage Services

National Competency II (NCII)

HOUSEKEEPING

ON THE JOB TRAINING

VISAYAS STATE UNIVERSITY GUEST HOUSE

Visca Baybay City Leyte

Assigned in Food & Beverage, Front desk and Costumer Service

Seminars Certificates and Workshops Attended

26-28 September 2014	1 st Hospitality and Tourism Youth Conference Region 8 VSU Convention Center, Visca, Baybay City, Leyte
12-15 August 2014	Conference on Strengthening University Programs to Enhance Water and Food Security in a changing Climate Center for Continuing Education Visca, Baybay City, Leyte

28 February 2012	Lectures and Exposure on Marketing and Advertising Cebu City, Philippines
27 February 2012	Lecture on Sales and Marketing: Branding, Market Positioning, Market Segmentation, Developing and Identifying Market Segments, Ways in attracting Customers and Sustaining the Market Cebu City Marriot Hotel, Cardinal Rosales Avenue, Cebu City, Philippines
12 December 2011	In-House Seminar (Hotel Operation, Cocktail, Catering, Personality Development and Social Graces and Effective Customer Service) Banilad, Cebu City

REFERNCES:

DR. NELEN P. LAMBERT

TREASURER VSUAAI

09186875740

HONEY SOFIA V. COLIS

ADMINISTRATIVE OFFICER IV

PRPEO

09176341490