

Dr. Syrene P. Nayre
Head, Department of Hospitality Management
Visayas State University
Baybay City, Leyte

Dear Maam:

Good day! I may be the right person that best fits the qualification that the Hotel Management Department is looking for. I am applying for a part-time instructor position. My experiences and hands-on exposure have made me gain self-confidence, a sense of responsibility, commitment, dedication and love of work. I can adjust to varied situations and people. I can anticipate the needs in my work and I can work with minimal or no supervision at all from my direct supervisor after I have been oriented to my job.

I had been teaching as a part-time instructor in the Department of Tourism and Hospitality Management. Looking back, I worked as a teacher and as an F & B Coordinator at Santhiya Resort & Spa in Thailand. I was a Foreign Teacher Coordinator and Evaluator. From various exposures, I learned the conversational Thai Language and used my creativity and initiative in organizing English Camps that catered to the needs of elementary, high school, college and even professional working groups. I am currently studying Masters in Management in Sogod, Southern Leyte.

I am a BS in Tourism graduate from the University of San Jose-Recoletos, Cebu City, Philippines. My ESL teaching and F and B Coordinator experiences had made me grow in my profession and I am happy and proud about it.

Please refer to my resume and my references for more details about myself. You can contact me through my mobile number 0962 117 4112 and my email address: orangefeliz@gmail.com. I am willing to come for an interview at your preferred schedule.

Sincerely ,


Jennifer Capacio Dumaguing



Jennifer C. Dumaguing
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Baybay City, Leyte 6521
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CAREER OBJECTIVE

- Dedicated, resourceful, and goal-driven professional with a solid commitment to the social growth and development of every individual.
- Accommodating, versatile individual, aptitude to remain flexible, ensuring that every task is well addressed to.
- Superior interpersonal and communication skills to foster meaningful relationships with colleagues.

EMPLOYMENT HISTORY

Online Tutor for Thai Students and Freelance Video Editor
March 2021 – Present

VIII By the People, International Apparel Company, USA
(March 2020-Sept. 2023)
Procurement Manager

Chang Angkard Bamrung School, Bangsue, Bangkok (Sept. 2018 -Feb. 2020)
ESL Teacher

Global Education Consultancy Co. Ltd. (GEC), Ladprao, Bangkok
(Nov. 2016-Aug. 2018)
Foreign Teacher Coordinator and English Camp Facilitator

Ramkamhaeng International Languages (Nonthaburi Project)
Ramkamhaeng University, Bangkok (May 2011-Sept. 2016)
Thansumrit Withaya School
ESL Teacher

Santhiya Resort & Spa (SLH), Koh Pangan, Surathani, Thailand
(August 2009 -April 2011)
F and B Coordinator

Text and Talk Academy, Bangkok, Thailand (Sept. 2007 – July 2009)
ESL Teacher

EDUCATION

College Education

Bachelor of Science in Commerce, Major in Business Management, Xavier
University (Ateneo de Cagayan), Cagayan de Oro City, Philippines (1996-1997)

Bachelor Science in Tourism, General Course, University of San Jose-Recoletos,
Cebu City, Philippines, June 1997 – October 1999

Masters in Management, Southern Leyte State University (SLSU), Sogod, Southern
Leyte, Philippines (present)

ABILITIES / SKILLS

- **Computer Skills:** MS Office Application, Amadeus & Abacus Reservations System (**Computer Literate**)
- **Proficient in Oral and Written English**
- **Conversation in Thai (Intermediate)**

CHARACTER REFERENCES

Sandra Lyn C. Cortes
Financial Manager
Go Virtual Assistants Inc.
IT Park, Cebu City
09479721715

Ed Allan L. Alcober
Associate Professor IV
Department Of Agronomy
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