

Name:

RAIZEL M. PIAMONTE

Address:

Brgy. Pangasugan, Baybay City, Leyte

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Mobile No.:

0977 244 9986



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: 35 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: 79 kg
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 - (Rating: 81.39)
- VSU Clerical Examination Passer

EXPERIENCE

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

SEMINARS AND WORKSHOPS ATTENDED

December 6, 2023	HRIS Software Onboarding Visayas State University Visca Baybay City, Leyte
29 November 2023	The 5S Resolution for Clerks and Heads Visayas State University Visca Baybay City, Leyte
22-24 August 2023	Basic Course Training for the Republic Act No. 9184 And its 2016 revised implementing Rules and Regulations PhilRootcrops training Hall, Visayas State University Visca Baybay City, Leyte
29 August 2023	ISO 9001:2015 Awareness/Re-awareness Webinar Visayas State University Visca Baybay City, Leyte
22 February 2023	Final Instructions for the ISO Re-Certification Audit Visayas State University Visca, Baybay City, Leyte

31 August 2022	ISO 9001:2015 Awareness/Re-awareness Visayas State University Visca Baybay City, Leyte
21-22 July 2022	Hands-only Cardiopulmonary Resuscitation Visayas State University Visca Baybay City, Leyte
13 September 2021	ISO 9001:2015 Awareness/Re-awareness Webinar Visayas State University Visca Baybay City, Leyte
26 March 2021	Reinforcing Competencies of Eastern Visayas Tourism Players Front Office Operations Under the New Normal Department of Tourism VSU Hostel Visayas State University Visca, Baybay City, Leyte
13 November 2020	Document Tracking System System Human Resource Information System Visayas State University Visca Baybay City, Leyte
26-28 August 2020	Reassessing Housekeeping Practices During Pandemics: An Approach to Protecting Tourism Stakeholders Department of Tourism Hostel Function Room Visayas State University Visca, Baybay City, Leyte
28-29 July 2020	Reinforcing Competencies of Eastern Visayas Tourism Players Department of Tourism Hostel Function Room Visayas State University Visca Baybay City, Leyte
8-9 July 2020	Infection Prevention and Control: Cleaning, Disinfection, and Hygiene in Tourism Hospitality Facilities Department of Tourism Hostel Function Room Visca, Baybay City, Leyte
16 November 2019	Seminar on Hospitality Industry Systems: Point-of-sales and Property Management System RDE HALL Visca, Baybay City, Leyte

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| 6 October 2019 | Housekeeping NCII
Acedilla Technology Institute
Baybay City, Leyte |
| 10 October 2018 | Re-Orientation on Front Office and Housekeeping Services
Hostel Function Room
Visca, Baybay City, Leyte |
| 24 January 2018 | Effective Customer Service Training
Auditorium Hall, Legislative Building
Baybay City, Leyte |
| 3 August 2013 | Video Production and Promotional Material Seminar
VSU Convention Center
Visca, Baybay City, Leyte |
| 23 February 2013 | Hospitality and Tourism Education: "An Opportunity for Advancement" Conference
VSU Convention Center
Visca, Baybay City, Leyte |

REFERENCES

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| Alicia M. Flores | Former Head
Property Office
VSU, Visca, Baybay City, Leyte
+63 917 634 1430 |
| Doreen B. Alba | AA VI- SPO
Department of Consumer and Hospitality Management
VSU, Visca, Baybay City, Leyte
+63 905 825 1180 |
| Vivian V. Balbarino | Head
Supply and Property Office
VSU, Visca, Baybay City, Leyte |