**Dyan Kristin B. de Guzman**

Rosario Santiago City Isabela

dyankris\_17@yahoo.com

+63 906 386 8224

To be the best that I can be in a reputable company, to contribute my skills and abilities and to gain more knowledge in your company in any field of work that I know which I’m capable with.

**Objectives**

**Skills and Abilities**

* Can do flexible works and have an initiative.
* Can accept error or mistakes and willing to learn more.
* Easy to deal with people of all kinds.
* Can do paper works
* Events and table set-up
* Table skirting
* Familiarize with kitchen, bar and housekeeping equipments
* Advance computer literate
* IFCA Software (Hotel Reservation System)
* Basic Nihongo and advance English Proficiency
* Housekeeping Procedure

Tertiary English proficiency for Costumer Service Provider June 2014

**Educational Attainment**

 Southern Isabela College of Arts and Trades

Hotel and Restaurant Management 2013

University of Baguio

 Baguio City, Benguet

Secondary Northeastern College High School Department 2006

 Santiago City, Isabella

Primary Our Lady of Mount Carmel Montesorri 1999

 Baguio City

**Personal Information**

Nickname : Tin

Age : 28

Status : Single

Height : 5’1’’

Weight : 46 Kg

Birthdate : September 17, 1986

Birthplace : Santiago City, Isabela

Father’s Name : Percival B. De Guzman

Occupation : Deceased

Mother’s Name : Teofilyn B. De Guzman

Occupation : Businesswoman

**Affiliation**

Front Liners Club

School of International Hospitality Management

Baguio City

**Seminars and Workshop Attended**

February 28, 2013 Pre-Employment Seminar on the Job Training

 University of Baguio Cardinals Gym

September 12, 2009 Adventures of Tourism

Hotel Baguio Country Club

September 12, 2009 Banquet Catering and Services

 Hotel Baguio Country Club

August 08, 2008 Hotel and Restaurant Familiarization

 Hotel Elizabeth, Baguio City

September 26, 2008 Personality Development

 Northeastern College Francisco Pascual Hall

September 26, 2008 Groom Grooming ( AVON )

 Northeastern College Francisco Pascual Hall

**Internship or Practicum**

July – September 2013 Baguio Country Club (OJT 540hours)

 Baguio City

March 12-24, 2009 Housekeeping Procedure Subject (OJT 64hrs)

 Diocitas Hotel Santiago City, Isabella

**Work Experience**

June – Present 2015 Part – Time Instructor

 STI College, Santiatgo City

November – March 2015 Staff Supervisor

 Zola Restobar, Baguio City

August – October 2014 Data Processing Officer/Substitute Trainer, J.O

 Southern Isabela College of Arts & Trades

 TESDA, Santiago City Isabela

February – May 2014 Admin Sales Clerk

Virtualtech Corporation, Makati city

November – February 2014 Cashier / Service Staff

 Chowking Corp. Santiago City, Isabela

June – September 2012 Chat Support Agent, Info E Contact Solution

Santiago City, Isabella

May, 2007 – October, 2012 Sunday school Teacher (2hrs)

Church of God, Santiago City, Isabella

April – May, 2008 Editorial Secretary, SANWAD

Santiago City, Isabella

**Personal Reference**

Mr. Erwin M. Juan Mr. Rizaldy Antonio

UCPB Branch Manager, Santiago City Administrative Officer 1V

Santiago City Southern Isabela College of Arts & Trades

0915 648 8783 0905 309 4486

Engr. Joel Dela Cruz

Proprietor, Buy and Sell 2nd-Hand high-end 4 wheels

Baluarte Santiago City, Isabela

0906 239 6781