**First & Last Name**

P.O. Box 1234

Yigo, GU 96929

Home: (671) 653-1234 Cell: (671) 864-1234

Email address: 1234@ymail.com

Summary: I am a reliable professional who is a fast learner. I am easy going and patient. I also like to get things done properly and on time.

Education: High School Diploma (June, 2017)

GCC Certificate of Mastery in Lodging Management Program

National Career Readiness Certificate (NCRC) – Silver, 2016

Simon A. Sanchez High School

Employment: Busser, Westin Resort Guam (Taste), summer 2015

* Set up tables, refilled nonalcoholic beverages, wiped utensils, bussed tables

Barista, Sheraton Laguna Guam Resort (The Point/Kiosk), summer 2016

* Made coffee, served food, bussed tables, and used Micros.

Banquet Server (on call, volunteer):

* Hyatt Regency Guam (June2016-February 2017)
* Dusit Thani Resort Guam (January 2016)

Community Service: Christmas Drop (2014)

Japanese Autumn Festival (2015)

Skills: Answering the telephone, customer service

Training: DPHSS health certificate (expires Sep 2017)

Community Emergency Response Team (2014)

Hobbies/Interests: Swimming, Target Shooting, Cooking

Awards: JROTC Cadet of the Month

References:

Mr. E. Chong, CHA, CHE, CRDE Mrs. Sarah Damian Cpt. Ignas Susuico

Professor, Tourism English Teacher AJROTC Instructor

Guam Community College Simon Sanchez H.S. Simon Sanchez H.S.

988-5783 653-2313 653-2313