**­­­­­­­­­­­First & Last Name**

Mailing Address

Village, GU 969\_\_

Home phone; or cell phone

your.professional@email.com

Summary: List your qualities, strengths and how they match the position in 3 sentences, using adjectives (ex.: "I am passionate about excellent service and great coffee; my desire is to be the best barista"; Say what can you offer your employer.

Education: High School Diploma (expected June, 2025)

 GCC Certificate of Mastery in Hospitality and Tourism Management Program

 Simon A. Sanchez High School

Work Experience: Front Desk trainee, Fiesta Resort Guam, summer year

* Provided guest service, checked in/out guests

Banquet server (on-call, volunteer):

* Dusit Thani Resort (Jan 23, 2022)

School Activities: Hospitality & Tourism Society “HosTS” (year)

 National Technical Honor Society (year)

 Captain, SSHS Dance Team (year)

Community Service: International Coastal Cleanup (years) Ritidian Beach cleanup (year)

 Japan Autumn Festival (year) Toys for Tots (year)

 Cancer Awareness Wave (year) i-Recycle (year)

Skills: Food sanitation, fluent in Tagalog, Microsoft Word, telephone, customer service

Training: DPHSS health certificate (expires Sep 2025)

 Everfi Financial Literacy certification, (2022)

 Community Emergency Response Team (2022)

Interests: Reading, playing the ukulele, paddling, repairing small engines

Awards: “A” Honor Roll (SY )

 Student of the Month (year)

References:

Mr. E. Chong, CHA, CHE, CRDE Ms. R. Aquino Ms. E. Perez

Professor, Hospitality English Teacher Counselor

Guam Community College Simon Sanchez High School Simon Sanchez High School

671-988-5783 671-653-2313 671-653-2313