

**HAZEL S. SUMAGANG**

Permanent Address: 2335 M. Santos St. Sta. Cruz, Cavite City

Birthdate: June 4, 1992

Birthplace: Cavite City

Civil Status: Single

Religion: Catholic

Father: Leonilo A. Sumagang

Mother: Ma. Rebecca A. Sumagang

Cellphone number: 09056070412

E-mail Address: sumagang_hazel@yahoo.com

OBJECTIVE

To secure a challenging work that will help develop and enhance my skill and abilities.

EDUCATIONAL ATTAINMENT

Elementary:

Estanzuela Elementary School

Cavite City

Secondary:

Cavite National High School

Chief E. Martin St., Cavite City

Tertiary:

Cavite State University

San Rafael 3, Cavite City

B.S. Hotel & Restaurant Management

PROFESSIONAL EXPERIENCE**PLANTERS FOUNDATION, INC.**

Admin & Finance Assistant

Makati City

February 1, 2013 – May 30, 2014

PLANTERS PRODUCTS, INC.

Admin & Operations Assistant

Makati City

July 1, 2014 - Present

TRAININGS AND SEMINARS ATTENDED**Excellent Customer Service**

Professionalism and Effectiveness as a Customer-centric Frontliner

May 11-12, 2023

ISO 9001:2015

Comparison of old ISO 9001:2000 to 9001:2015

February 26-27, 2016

TRAINING FOR LESS An Affiliate of HarryPound Consultants Inc.

Office Management Skills Enhancement for Secretaries and Office Assistant

May 28, 2015

TRAINING FOR LESS an Affiliate of HarryPound Consultants Inc

Business Communication Skills Enhancement for Secretaries and Administrative Assistant
May 28, 2015

CITY GARDEN HOTEL

On – Job Training
Food & Beverage Management & Finance Management
February 19, 2013

MICROTEL

HOTEL RESORTS

Hotel Immersion Training Program
Housekeeping and Front Office Operations Orientation
April 20, 2011

ITALIANNI'S

Colloquium: A Restaurant Exposure: The Italianni's Way
Fine and Dining Etiquette and Menu Planning
September 24, 2010

MICROTEL

HOTEL RESORTS

On – Job Training
Housekeeping Room Attendant
June 10, 2010

NEGROS NAVIGATION

OCEANLINK INSTITUTE

Actual Shipboard Training
February 24, 2010 – February 28, 2010

SPECIAL SKILLS

- Computer Literate Microsoft Word, Power Point & Microsoft Excel.
- Customer service communication
- Project management events

CHARACTER REFERENCE

Ms. Jenessa T. Javinal

New Accounts
Easwest Bank
General E. Aguinaldo Hway Talaba,
City of Bacoor
(046) 417-0395 / 09166772115

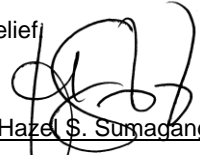
Ms. Charish May Bianca J. Omnes

Teacher 1
Junior High School – Cavite National High School
Chief E. Martin St., Caridad, Cavite City
09165505926

Ms. Blanca Joyce Ventanilla-Andres

Research and Development Supervisor
Planters Products, Inc.
109 PPI Bldg. Esteban St. Legaspi Village
Makati City.

I hereby certify that the information given is true and correct to the best of my knowledge and belief


Hazel S. Sumagang

Applicant