

Resume

PERSONAL DETAILS

Surname: NIELES
Given Name: MIRALUNA
Middle Name: MILLONDAGA
Date of Birth: January 7, 1972
Place of Birth: Zaldivar Buenavista, Guimaras Philippines
Gender: Female
Height: 5'2
Civil Status: Single
No of children: N/A
Nationality: Filipino
Religion: Catholic
Languages: English, Tagalog
Able to drive: NO
Willing to learn: Yes
Able to swim: Yes

EDUCATIONAL BACKGROUND

Elementary: Zaldivar Buenavista Elementary School
Address: Zaldivar Buenavista, Guimaras Philippines
Year graduated: 1985

Secondary: Good Shepherd Fold Academy
Address: Salvacion Buenavista, Guimaras Philippines
Year graduated: 1989

College: St. Therese – MTC Colleges
Address: M.H. del Pilar St. Molo Iloilo City
Degree: Bachelor of Science in Hotel and Restaurant
Year graduated: 2000

SKILLS:

Knowledge in Computer, Cooking and Bartending

RECOGNITION:

- Leadership and skills training for Filipino Youth
St. Therese-MTC Colleges M.H. Del Pilar Molo Hoilo Philippines
September 28, 2001
- HRM 224 Seminar on Bar and Restaurant Operation
Central Philippines University College of H.E, Nutrition, HRM, and Tourism
May 25, 2001

SEMINARS:

- Philippines Bartender league association
Amigo Terrace Hotel Hoilo City Philippines
January 7, 1999

EMPLOYMENT HISTORY

Name: Ernest Chan
Address: Macau China
Period of Experience: October 2004 to Present
Position: Nanny/Domestic Helper
Responsibilities: Housekeeping, Cooking, Ironing, Menu planning, Marketing,
Taking care of children 6 and 10 years old.

Name: Surio Thai Restaurant
Address: Hoilo City, Philippines
Period of Experience: January 2002 to October 2004
Position: Cashier / Bartender
Responsibilities: Received payment of customer, cash count, and petty cash in
charge and provide order drinks from the counter, daily sales
report.