**CURRICULUM VITAE**

**AINSLIE MARIE C. VILLARICO**

**PUROK-2 CACAO, CALVARIO, LOAY, BOHOL  
 Mobile No. 0945-761-9656  
Email Add:** [**ainsliemariec@gmail.com**](mailto:ainsliemariec@gmail.com)

**PERSONAL DATA:**

AGE: 33

DATE OF BIRTH: APRIL 06, 1989

GENDER: FEMALE

STATUS: MARRIED

HEIGHT: 5’4

RELIGION: ROMAN CATHOLIC

PERMANENT ADDRESS: P-2 CACAO, CALVARIO, LOAY, BOHOL

PRESENT ADDRESS: P-2 CACAO, CALVARIO, LOAY, BOHOL

**EDUCATION:**

EDUCATION LEVEL : COLLEGE GRADUATE

COURSE : BACHELOR OF SCIENCE IN TOURISM major in HOTEL, RESORT AND RESTAURANT MANAGEMENT

SCHOOL/UNIVERSITY: UNIVERSITY OF BOHOL

YEAR GRADUATED : MARCH 2011

**WORK EXPERIENCE:**

**1. COMPANY** : TAMBUNTING PAWNSHOP

**DESIGNATION**  : BRANCH APPRAISER

**DURATION** : February 5, 2018 ­– April 05,2022

**LOCATION** : TAGBILARAN CITY, BOHOL

**JOB DESCRIPTION:**

* Responsible in appraising real gold, silver and gadgets
* Issuing money remittances international/local
* Attending customers needs in pawning and also identifying real and fake jewelries
* Exchange different currencies (international)

**2**. **COMPANY**  : STARLITE MARINE AND INDUSTRIAL SERVICES CORP

**DESIGNATION** : TERMINAL TELLER

**DURATION** : JUNE 1, 2016 – JULY 15, 2017

**LOCATION** : TAGBILARAN PORT, TAGBILARAN CITY, BOHOL

**JOB DESCRIPTION:**

* Issuing of terminal fee tickets to all the passengers
* Announcing the arrivals and departures of all vessels
* Attending passengers needs within the passenger terminal

**3. COMPANY** : AL BAZ WEDDING SUPPLIES AND CLASSIC RESTAURANT

**DESIGNATION**: SERVICE STAFF

**DURATION** : APRIL 4, 2014 – APRIL 27, 2016

**LOCATION** : AL FAISAL ROAD, DAHAN, RAS AL KHAIMAH, UNITED ARAB EMIRATES

**JOB DESCRIPTION:**

* Setting up all tables, chairs, linens and place settings where the guests will be seated.
* Setting up the food-serving area or create a buffet-style setup for guests to serve themselves.
* Cleaning up and tearing down the dining area.
* All plates, dishes, silverwares and glasses must be removed, it should be complete upon going home, linens collected, tables and chairs removed and garbage cleaned up and returns to the home location.
* To communicate efficiently and effectively in a friendly and positive manner with guests and other staff and management to create a pleasant atmosphere at all times.
* To ensure a clean and tidy appearance while representing at work

**4. COMPANY** : BOHOL LA ROCA HOTEL

**DESIGNATION:** FRONT DESK STAFF

**DURATION**: MARCH 9, 2012 – MARCH 31, 2014

**LOCATION**: GRAHAM AVENUE, TAGBILARAN CITY, BOHOL

**JOB DESCRIPTION:**

* Register guests and assigns rooms.
* Assists in pre-registration and blocking of rooms for reservations.
* Understands room status and room status tracking.
* Process guest check-outs.
* Uses proper telephone etiquette.
* Maintains the cleanliness and neatness of the front desk area.

**5. COMPANY** : STARLITE MARINE AND INDUSTRIAL SERVICES CORP

**DESIGNATION:** TERMINAL TELLER

**DURATION** : AUGUST 20, 2011– JANUARY 20, 2012

**LOCATION** : TAGBILARAN PORT, TAGBILARAN CITY, BOHOL

**JOB DESCRIPTION:**

* Issuing of terminal fee tickets to all the passengers
* Announcing the arrivals and departures of all vessels
* Attending passengers needs within the passenger terminal

**REFERENCE:**

**CHARLA ENTERINA**

Hotel Supervisor

Bohol La Roca Hotel

0916-336-9129

**ERIC SORIANO**

Operational Supervisor

Tambunting Pawnshop

0917-877-3526

**LYN ROMAGOS**

Branch Head Staff

Tambunting Pawnshop

0909-096-6987