

AURA R. RAZON

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Objective

To be part of this company where I can share my knowledge and skills in the field of hospitality specifically food and beverage.

Qualification Highlights

- Results-oriented person with experience in hospitality and human resource management
- Skilled in food and beverage preparation and events management
- Customer service-oriented

Experience

Cavite State University, Cavite, Philippines

College Instructor, 2011 - 2012

- Organized personal learning activities to meet each student's needs
- Provided innovative lecture techniques and teaching strategies for students
- Determined student capabilities and utilized effective teaching methods to educate students
- Managed all aspects of curriculum development and implementation

Southern Luzon State University, Quezon, Philippines

College Instructor, 2006 - 2011

- Organized personal learning activities to meet each student's needs
- Enhanced curricula, assembled training materials, prepared goals and objectives, created lesson plans, and taught college-level classes
- Responsible for reviewing and updating all lessons
- Planned and administered exams and events to reinforce and gauge student comprehension
- Managed all aspects of curriculum development and implementation
- Oriented new faculty addressing teaching methodologies and student expectations in a college environment

Faremo International, Inc., Cavite, Philippines

Human Resource Head, 2005 - 2006

- Interviewed supervisors to determine specific needs and conducted follow-up placement satisfaction surveys
- Coordinated, organized, oversaw and participated in career fairs, including conducting verbal presentations and interviewing with prospective, contract employees
- Screened, verified, and investigated applicants' information and background
- Handled advertisement telephone calls daily, analyzed and correlated employee verification, conducted interviews, oversaw drug screening, and scheduled training
- Created recruitment flyers and presentations
- Screened applicant resumes, conducted preliminary interviews, and made recommendations for placement
- Worked as liaison officer

Education

Master in Management, Hospitality Management, 2010
Manuel S. Enverga University Foundation, Lucena City, Philippines

Bachelor of Science, Hotel and Restaurant Management, 2003
Cavite State University, Cavite, Philippines

Associate of Science, Food and beverage Preparation Services, 1999
Cavite College of Fisheries, Cavite, Philippines

Skills

- Customer Service and Relations
- Event Production Management
- Catering Operations
- Budget Administration
- Food and Beverage/Catering Management
- Culinary Design
- Human Resources Management