

Filrod Alden Favor

2255 South Gardena Street, San Bernardino, CA 92408

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PROFESSIONAL SUMMARY

Organized and efficient, and highly skilled in office administration, data organization, database management, trained in database systems management using a variety of technology platforms. Experienced in managing clerical communication and project management in a corporate environment. Also has 4 years of service professional experience in the hospitality industry

SKILLS

- Dedicated team player
- Adaptability and responsiveness
- Guest relations professional
- Luxury guest services
- Thrives in fast-paced environment
- Proficient in cash management
- Flexible schedule capability
- Top-tier, full-service dining background

WORK EXPERIENCE

06/2015- 08/2016 Mohonk Mountain House

New Paltz, NY

Service Professional

- Fine dining, breakfast, and lunch food & beverage service
- Consistently provided professional, friendly, and engaging service
- Displayed enthusiasm and knowledge about the restaurant's menu and products
- Set dining tables according to type of event and service standards

06/2014-08/2015 Sea Island Resort

Sea Island, GA

Service Professional

- Fine dining, breakfast, and lunch food & beverage service
- Proactively prepared banquet services including wedding receptions, setups, rehearsals, and other functions
- Developed and maintained positive working relationships with others to reach business goals

09/2013-06/2014 Embassy Suites

Savannah, GA

Service Professional

- Team Captain, training new employees for various functions
- Banquet service including wedding receptions and group meetings
- In-room breakfast and lunch service
- Maintained clean dining room and other service areas at all times

09/2013-06/2014 Sam's Club

Pooler, GA

Technology Specialist

- Dealt with electronic devices, hardware, input and output servicing
- Resolved customer issues in a clear, courteous, and straightforward manner

Cashier Associate

- Received customer payments and product marketing

Grocery Associate

- Restocking and systematic organizing of goods

Hard lines Associate

- Dealt with home, garden, and office utilities

06/2013-09/2013 Biscomerica Corporation

Bloomington, CA

Hardware Associate

- Restocking goods for delivery

04/2012-05/2013 Kelly Services

Carson, CA

Information Technologist

- Organized forms, filed records, and prepared correspondence and reports
- Data entry, simple program processing

EDUCATION

Florencio L. Vargas College

Philippines

- Bachelor of Science: Information Technology Major in Programming

St. Williams School

Philippines

- Primary and Secondary Education

REFERENCES

- Graham Sedgwick (Gulfstream Aerospace Corporation): (912)217-8317
- Rami Kouzaily (Sea Island Resort): (912)674-1733 RamiKouzeili@seaisland.com
- Attny. Andrew Kosshover: (845)255-4655
- Attny. Dana Rudikoff: (845)331-4520
- Attny: Patrice Huat: (845)256-2073