

JOSE RIZALINO C. LAYSON

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OBJECTIVE

To qualify for the job based on my abilities, skills, strengths, experience and be involved in a working environment. Wherein the organization will benefit from my competency, efficiency in attaining its goals at all time.

EMPLOYMENT HISTORY

Sept. 06, 2021 –Present Manama Bahrain	Guest House Expert, Pizza Hut <ul style="list-style-type: none">• Manage transactions with customers using cash registers / Card• Cross-sell products and introduce new ones• Pizza Maker / Dough Maker• Suggestive Selling / Car hopping
Jan. 2021 – Mar. 2021 Malolos, Bulacan	Field Supervisor, Philippine Statistics Authority <ul style="list-style-type: none">• Complies with the Provincial Focal Person including the submission of required reports.• Coordinate with the Barangay Chairperson and other barangay officials regarding the conduct of assisted Step 1 registration activity in the Barangay.• Reports to the Provincial Focal Person any urgent problems / concerns relating to the safety of the Data Collector and security of Step 1 Registrations Tablet.• Establish a schedule when to visit the data collectors during Step 1 registration period.• Arranges weekly meetings with the data collector for the submission and checking of accomplishments and for any change in plans, as may needed.
Nov. 2020 – Dec. 2020 Malolos, Bulacan	Registration Officer 1, Philippine Statistics Authority <ul style="list-style-type: none">• Ensures that the demographic data are correct and complete.• Updates the master list based on the status of pre-registration.• Attends weekly meeting prescribed by the Field Supervisor.
Jun. 2015 – Jun. 2016 Marilao, Bulacan	Service Screw, Reyes Barbecue <ul style="list-style-type: none">• Daily Inventory of Stocks• Prepare food for the customers• Fill in the position of the Cashier if needed

EDUCATION

Jun. 2020	Bachelor of Science: Tourism Management <ul style="list-style-type: none">• Dr. Yanga's Colleges Inc. - Bocaue, Bulacan
Jun. 2015	Vocational Course: Hotel and Restaurant Services <ul style="list-style-type: none">• Emmanuel John Institute of Science and Technology - Meycauayan, Bulacan

SKILLS

Organizational Skill	Experienced	Microsoft Office	Skillful
Leadership	Experienced	Events Management	Beginner
Public Speaking	Skillful		

AWARDS

- Special Citation in Research
- Special Citation in Internship

PRACTICUM

- Astoria Current Boracay, Internship, 2020
- Trip Galore Travel & Tours, 2017
- Reyes Barbecue, OJT, 2014

VOLUNTARY WORK

- **Teatro Senaulista**
Dancer, 2013 - Present
- **Parish Pastoral Council for Responsible Voting (PPCRV)**
Poll Watcher, 2019
- **South East Asian Games (SEA GAMES)**
Uniform & Accreditation, 2019
- **PARAYA: DYCI Center for Community Engagement**
Volunteer, 2019

SEMINAR

- **Hotel Familiarization & Fruit Carving**
The City Garden Suites, Malate, Manila (Apr. 6, 2014)
- **Bar Tour & Operations Seminar**
TGI Friday's Glorietta 3, Makati City (Aug. 3, 2017)
- **Hotel Immersion, Front Office Overview, Food & Beverage Operation**
Microtel by Wyndham UP Technohub, Quezon City (Aug. 4, 2017)
- **Total Quality Management (2016) Good to Great , Food Handling Sanitation (2015)**
Mr. Frank Reyes, Owner of Reyes Barbecue, San Juan City

CHARACTER REFERENCE

- **Ms. Mary Rose Ignacio**
Instructor, DYCI
0906-299-3904
- **Ms. Myla Parangue**
Step II Supervisor, PhilSys Bulacan / PSA
0933-979-8098
- **Ms. Janine Dela Cruz**
Step II Supervisor, PhilSys Bulacan / PSA
0917-891-7723

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