



## JOMA MAE NICOLE BARLICOS



### Education

- Bachelor of Science in Tourism Management  
Wesleyan University Philippines
- Tertiary



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Al raffa, bur Dubai, Dubai



### Skills



Computer / Microsoft office



Adobe PhotoShop



Photography/Videography



Communication



Teamwork



Customer service oriented



Organizational skills



### Personal info



Birthday: December 24,



Gender: Female



Marital Status: Single



Language: English & Filipino



Religion: Catholic



### Work Experience

#### FOH Staff-Calipoke – California Seafood House ( Churchill Tower, Business Bay )

- Maintained knowledge of menu items and preparation methods.
- Handle customer complaints.
- Trained in a fast paced environment and working under pressure.
- Able and willing to work varying shifts including weekends and holidays.
- Initiated better service by re stocking items and keeping restaurant clean
- Maintained target time for order fulfillment
- Performed janitorial duties at the close of the day.

#### Secretary / Receptionist / Cashier – Premier Petline Clinic

- Welcomes patients and visitors by greeting patients and visitors, in person or on the telephone; answering or referring inquiries.
- Keeps patient appointments on schedule by notifying provider of patient's arrival; reviewing service delivery compared to schedule; reminding provider of service delays.
- Comforts patients by anticipating patients' anxieties; answering patients' questions; maintaining the reception area.
- Ensures availability of treatment information by filing and retrieving patient records.
- Maintains patient accounts by obtaining, recording, and updating personal and financial information.

#### Volunteer worker in an orphanage – Paraiso Children House of Refuge

- Supervising children within the facility as well as during outdoor playtime
- Assisting children in their activities, including educational and artistic projects
- Supervising and assisting during meals and snacks
- Assisting hygiene and when using toilet
- Paying attention to a child's emotional state and reporting concerns to a supervisor or manager

#### Cashier / Waitress – Chingu Korean Restaurant

- Taking customer orders and delivering food and beverages
- Making menu recommendations, answering questions and sharing additional information with restaurant patrons
- Providing excellent wait service to ensure satisfaction

#### Freelance photographer