|  |  |
| --- | --- |
| Jereca Muna |  |
| 170 Chandiha Street Dededo, GU 96929 |
| (671)972-2738 ▪ jerecalynn.muna@gmail.com ▪ http://jerecamuna-portfolio.weebly.com/ |  |

Objectives

To obtain a job that will challenge and allow me to use my skills in a way that is mutually beneficial to both myself and my employer as well as to allow for future growth and advancement.

Experience

Work Experience Trainee

▪ June 06, 2014 – July 08, 2014

Onward Beach Resort ▪ 445 Governor Carlos G. Camacho Rd. Tamunning, GU 96913

Recreation Department ▪ *Waterpark and Marine Club*

* Information Counter Assistant
* Towel and Locker Distribution
* Office Filing
* Maintain Inventory
* Greets Guests
* Lifeguard Assistant

Work Experience Trainee

▪ July 14, 2014 – July 29, 2014

Outrigger Guam Resort ▪ 1255 Pale San Vitores Rd. Tumon, GU 96913

Housekeeping Department

* Room Attendant
* Dispatch
* Towel and Linen Distribution
* Room Inspection
* Replenish Bathroom Supplies
* Maintain Inventory

Skills

* Proficient in Microsoft Word and PowerPoint
* Multitasking
* Customer Service
* Telephone Etiquette
* Coordinate Events
* Time Management

Education

Okkodo High School

August 2011 – June 2015 ▪ *High School Diploma*

* Graduated with 24.5 Credits
* 75 Service Learning Hours
* Lodging Management Program ▪ *3 Year Program*
  + Certificate of Completion & Mastery
  + 270 Hours of Internship
  + Annual Spirit of Hospitality
  + National Career Readiness Certificate
    - Bronze Certificate
    - Silver Certificate

Guam Community College

Spring 2016 - Current

* Beginning Japanese
  + Hiragana
  + Health Certificate
* Keyboarding and Word Processing
* Principles of Tour Guiding

References

Shayla Cepeda, Cashier, Kmart, Work (671) 647-9878, Cell (671) 988-6352

Jasmin Fabian, Barista, Sheraton Laguna Guam Resort, Work (671) 646-2222, Cell (671) 689-9492

Makaelah Blas, Cashier, Flip Flop Shop, Work (671) 637-4337, Cell (671) 929-0278