

## CURRICULUM VITAE



1. Numele : Valera, Jr  
Surname : Valera, Jr.
2. Prenumele : Ricky  
Name : Ricky
3. Numele purtate anterior: nu se aplica  
Previous names: Not Applicable
4. Locul nasterii: Tara : Filipine  
Place of birth: Country: Philippines  
Localitatea: Olongapo  
City : Olongapo City
5. Data nasterii: 10.06.1975  
Birth date : June 10, 1975
6. Parinti: Tata : Enrique Valera  
Parents: Father : Enrique Valera  
mama : Gloria Jimenez  
mother : Gloria Jimenez
7. Cetatenia : filipineza  
Citizenship : Filipino
8. Nationalitatea: filipineza  
Nationality : Filipino
9. Documentul de trecere a frontierei; pasaport seria Nr QQ0089251; eliberat de autoritatile: Ministerul Afacerilor Externe, Pampanga; la data: 05.04.2005; valabil pana la 05.04.2010

Passport no: QQ0089251  
date of issue: April 5, 2005

issuing authority: Department of Foreign Affairs, Pampanga  
expiration date: April 5, 2010

10. Domiciliul : Tara : Filipine  
Residence: Country : Philippines  
Localitatea : Olongapo  
City : Olongapo City
11. Ultima resedinta: Tara : Filipine  
Last residence: Country: Philippines  
Localitatea : Olongapo  
City : Olongapo City
12. Stare civila : casatorit  
Marital status: Married  
Copii aflati in intret inere : trei (3)  
Children under your care: Three ( 3 )
13. Calificari profesionale:

Studii:  
AMA Computer Learning Center  
Bachelor of Science in Computer Technician  
Olongapo City, Filipine  
Iunie 1998 ~ aprilie 2000

Receptioner din februarie 2002 pana in prezent pentru Legend International Resort Limited.  
Responsabilitatile postului includ cazarea oaspetilor precum si a grupurilor cat si plecarea acestora.  
Responsabil de casierie avand grija ca toti banii/cartile de credit/cecuri si transferuri bancare sa fie procesate corect si alte sarcini cum ar fi rezervarile. Ca rezultat pentru munca depusa a primit titlul de Angajatul Lunii.

Qualifications: Educational Background:

(Highest Education)  
Course: Bachelor of Science in Computer Technician (2 year course)  
School/University: AMA Computer Learning Center  
Location: Olongapo City, Philippines  
Date: June 1998 to April 2000

Work as Front Office Assistant or Receptionist since February of year 2002 up to present in Legend International Resort Limited. Responsibilities includes registration of walk -in guest and group's check-in as well as their departure also handle cashiering ensuring all money/credit, cards/checks/bank transfer payment are precisely correct, some side duties include operator job, take reservation or bookings, entertain guest's queries, request and other concerns. Prepares daily reports which include the guest individual folios and group's account. As a result of being hardworking he achieve certain awards such as Employee of the Month; Special Achievement for the Outstanding Attendance, Dedication and Devotion to Duty; and Excellent Customer Satisfaction.

14. Traseul profesional (angajatori anteriori cu datele de identificare ale acestora) precum si functiile detinute:

Nr. Crt	Angajator / date identifica	Perioada	Funcția
1	Legend International Resort Limited, Waterfront Road Subic Bay Freeport Zone, Philippines	Februarie 01, 2002 pana in prezent	receptioner
2.	Legend International Resort Limited, Waterfront Road Subic Bay Freeport Zone, Philippines	05.05.1997 ~ 31.01.2002	portar
3.	Jollibee Food Corporation, Santolan Street Pasig City Philippines	25.11.1996 ~ 01.01.1997	muncitor
4.	Selecta Dairy Product, RFM Mangahan Street, Pasig City Philippines	06.05.1996 ~ 04.10.1996	muncitor

Past professions (past employers with identification details) and positions:

Nr. Crt	Employer/ identification details	Duration:	Position:
1	Legend International Resort Limited, Waterfront Road Subic Bay Freeport Zone, Philippines	February 01, 2002 up to present	Front Office Assistant / Receptionist
2.	Legend International Resort Limited, Waterfront Road Subic Bay Freeport Zone, Philippines	May 05, 1997 to January 31, 2002	Bellman
3.	Jollibee Food Corporation, Santolan Street Pasig City Philippines	November 25, 1996 to January 01, 1997	Production Aide
4.	Selecta Dairy Product, RFM Mangahan Street, Pasig City Philippines	May 06, 1996 to October 04, 1996	Production Aide

15. Profesia de baza : receptioner  
The base occupation : Receptionist

16. Limbi straine cunoscute : engleza  
Foreign languages : English

17. Alte mentiuni: Declar pe proprie raspundere ca nu am antecedente penale, ca sunt apt de munca din punct de vedere medical si ca detin cunostinte minime de limba romana.

Others: I hereby certify that I have no criminal records, that I am in good health conditions for work and that I understand Romanian language as a beginner.