

# JONI MARIE VALERO BENITEZ

P.O. Box 7995 Doha, State of Qatar

Mobile No: +97455902883

Email Address: jonilyn080410@yahoo.com



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**OBJECTIVE** To attain a position that would enhance my skills and knowledge. To have a career opportunity that would challenge me to strive for excellence and contribute to company's success.

## **WORK EXPERIENCES**

### **Swimming Instructor / Pool Supervisor**

April 9, 2007 – Present

Dana Club

P.O. Box 7995 Doha, State of Qatar

### **Duties and Responsibilities:**

- Do the duty roster for monthly basis
- Coordinate with engineering department regarding the maintenance of the indoor & outdoor pool when it is needed
- Manage to deal with the irate members
- Teaches beginner, intermediate and advance swimming lessons one on one and group class to the members
- Responsible for assuring the safety of the members and guests
- Strictly implementing swimming pool rules and regulations to International standards for safety of all
- Ensure and prepare all equipment's around the pool before, during and after the operations like pool temperature
- Always coordinate with fellow colleagues for important updates regarding the operation and activities of the club
- Reports to the recreation manager all incident happened in the club

## **OTHER WORK EXPERIENCES**

### **Lifeguard**

February 23, 2003 to April 2006 (Part Time)  
Turumba Spring Resort (Operated by Municipality of Pakil Laguna)  
Pakil, Laguna Philippines

### **Swimming instructor**

April 2006 - May 2006  
Provincial Sports and Games Office  
Sta. Cruz, Laguna Philippines

### **Swimming instructor**

April 2005 – May 2005  
Basic Swimming Lesson for beginners  
Templora Hotel and Resort  
Pakil, Laguna Philippines

### **Swimming Coach**

January 2002 – November 2003  
Pakil Swimming Club  
Pakil, Laguna Philippines

## **EDUCATIONAL BACKGROUND**

### **AUSTSWIM**

Teacher of Swimming and Water Safety  
Course Code TSW309297  
Aspire Zone Hamad Aquatic Center, Doha Qatar  
August 29, 2014

### **Tertiary**

Hotel and Restaurant Management  
Laguna State Polytechnic University  
Siniloan, Laguna Philippines  
October 2003 – March 2006

### **Secondary**

Liceo de Pakil  
Pakil, Laguna Philippines  
June 1997 – March 2001

### **Elementary**

Pakil Elementary School  
Pakil, Laguna Philippines  
June 1991 – March 1997

## **ACHIEVEMENTS and AWARDS**

**Swimming Delegate**

**Athlete of the Year 1992 to 2006**

## **SEMINARS ATTENDED & CERTIFICATES**

**FOUNDATION STAGE BUSINESS ESSENTIALS  
(Communication, working together and Service Excellence)**

Qatar Development and Consultancy Centre

Doha, Qatar

November 2015

**INTERNATIONAL LIFE SAVING FEDERATION**

Certification on International Life Saving

Egyptian Diving & Lifesaving Federation

EGY-1975-2018

Dana Club, Doha Qatar

December 15 -16, 2015

**MEDIC FIRST AID**

Certification on Basic Plus CPR, AED & First Aid for Adults

MEDIC First Aid International Doha Qatar

November 27, 2014

**Standard First Aid Training**

Philippine National Red Cross Laguna Chapter

Sta. Cruz, Laguna Philippines

June 26 – 29, 2006

**Basic Life Support for Health Care Provider**

Philippine National Red Cross Laguna Chapter

Sta. Cruz, Laguna Philippines

June 30 – July 1, 2006

**On the Job Training**

Completed 300 Hours

Laguna Tourist Inn Corporation

Pagsanjan, Laguna Philippines

July 5 – August 15, 2005

**Hotel Familiarization**

**(Front Office, House Keeping, Food and Beverages Departments)**

**Grand Boulevard Hotel**

Roxas Boulevard, Manila Philippines

August 26, 2004

**Basic Coaching Course**

**“Summer Swimming Lesson 2003”**

**Asian Amateur Swimming Federation**

San Louis Sports Complex, Sta. Cruz, Laguna Philippines

April 1 – May 31, 2003

**Bar Management**

**Council of Hotel & Restaurant Educators of the Philippines**

**Laguna Chapter**

Saint Michael's College of Laguna

Binan, Laguna Philippines

August 3, 2001

## **SKILLS AND COMPETENCIES**

- Can work with less supervision and can meet deadline.
- Willing to work on a very harmonious relationship with other employees to attain the company's aspirations and goals.
- Can deal and communicate with different types of people, different nationalities with different cultures.
- Ability to work on shifting schedules and multitasking.
- Enthusiastic and organized to have an eye for detail and able to manage time effectively.

**PERSONAL DATA:**

**AGE:** 32

**BIRTHDATE:** April 8, 1984

**BIRTHPLACE:** Pakil, Laguna Philippines

**GENDER:** Female

**CIVIL STATUS:** Single

**RELIGION:** Christian

**NATIONALITY:** Filipino

**HEIGHT:** 5'3

**WEIGHT:** 60 kg.

**PASSPORT NUMBER:** EB4108129

**REFERENCE:** Available upon request.

This is to certify that the above information is all true and with all my knowledge.

**Joni Marie Valero Benitez**

