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## APPENDIX



























# Internship Appraisal Form



AKADEMI KULINER & PATISERI  
**OTTIMMO**<sup>®</sup>  
INTERNASIONAL  
CELEBRARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

INTERNSHIP

PLACE: JW Marriott PhuQuoc

First Name Sicilia Last Name Saksono

Review Period/s:  Monthly  Quarterly  Bi-annually  Annually Date Joining  
: 8 March 2023

Intern's Position: Trainee Department: Kitchen

REVIEW DATE: 15 August 2023 Direct Supervisor: Tran Thi Kim Lien x

## GRADING FACTORS

### 1. ORGANIZATIONAL & COMMUNICATION

#### Staffs Relations

Consistently demonstrates: attentiveness, courtesy and efficient service to other staff.  
Creates friendly environment.

4

#### Team Player

Cooperates and works well with others. Enthusiastic, portrays a positive manner and  
Works toward the Company's goal/s.

4

#### Follow -Through

Sees tasks through completion. Finishes work so that next shift is prepared.

3.5

### 2. CUSTOMERS INTERACTIONS

#### Customer Relations (\*if any)

Consistently demonstrates: attentive, courtesy and efficient service to customers.  
Treat customers with Considerations and Respects

4

**3. PERSONAL PRESENTATIONS**

**Grooming Standards**

Practices and displays proper grooming, personal hygiene and care.

3.5

Maintains hair and facial hair (\*if any) per proper F&B industrial standards

**Uniforms**

Always wear the proper and designated uniform.

3.5

**4. ON THE JOB & KNOWLEDGE**

**Dependability**

Can be counted upon to do what is expected and required

4

Follow instructions and completes work on time with minimum supervision

**Work Quality**

Work performed according to Chef's standard and on-site work requirements

4

All job descriptions specification are met. Consistency in work. All recipes are followed

**Work Quantity**

Complete the expected amount of work in relation to Company's standards

3.5

**Grading Guidelines.**

**Using the 4 point scale below, fill up the following table:**

- 4 - Exceeds expectations
- 3.5 - Somewhat Exceeds Expectations
- 3 - Meets expectations
- 2.5 - Somewhat meets expectations
- 2 - Less than expectations
- 1.5 - Somewhat less than expectations
- 1 - Inadequately short of expectations

**Discussions/Notes:**

- After 6 Months of working at the hotel, we realize that you are a person with a progressive spirit, ability and responsibility for work.
- Beside, she actively learns, builds good relationships with colleagues and is loved by everyone.
- She'll do well with the first position in the kitchen in the future but she needs to be stronger if she decides to working in the culinary.
- At the end of the internship, we are extremely appreciative of what she did and supported us during her time here. THANK YOU!

PERFORMANCE SUMMARY \* to be filled by OTTIMMO International

TOTAL POINTS \_\_\_\_\_

RATING \_\_\_\_\_

ACTION PLANS FOR DEVELOPMENT NEEDS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



**III. SIGNATURES**

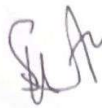
**On-Site Manager/Owner/Chef**



Signature & Stamp: TRAN THI KIM LIEN

Dated 15 August 2023

**The Intern**



Signature: Sreclia Sakrono

Dated 15 August 2023

**OTTIMMO International MasterGourmet Academy**



Signature & Stamp:  Dept. Head Student Affairs

Dated 15/15/2023

# CERTIFICATE OF ACHIEVEMENT

MARRIOTT INTERNATIONAL

takes great pleasure in awarding this certificate to

**Siecilia Saksono**

in recognition of your successful completion of

**mariott**ternship

**Culinary Department**

from **08 March 2023** to

**6 September 2023**

at

JW Marriott Phu Quoc Emerald Bay

Date

Date



Hotel Leader  
Chandrasekhar Mhapadi



Nguyen Dinh Da Cam  
Director of Human Resources



Akademi Kuliner & Patiseri

**OTTIMMO**  
INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Sicilia Saksono  
Student Number : 2074130010008  
Exam Day & Date : Kamis, 05 Oct 2023  
Lecture : Anthony Sucipto, A Md. Par.  
(19960325 2201 085)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

(Heni Adhianata, S.T.P., M.Sc.)  
19900613 1402 016



Akademi Kuliner & Patiseri  
**OTTIMMO**  
INTERNASIONAL  
CELEBRARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Sicilia Saksono  
Student Number : 2074130010008  
Exam Day & Date : Kamis, 05 Oct 2023  
Lecture : Michael Valent, A Md Par.  
(19950219 2001 074)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

(Heni Adhianata, S.T.P., M.Sc.)  
19900613 1402 016



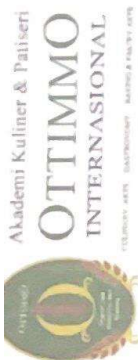
Akademi Kuliner & Patiseri  
**OTTIMMO**  
INTERNASIONAL  
CELEPHAT ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Sicilia Saksono  
Student Number : 2074130010008  
Exam Day & Date : Kamis, 05 Oct 2023  
Lecture : Heni Adhianata, S.T.P., M.Sc.  
(19900613 1402 016)

No	Correction List	Page	Approval
	good job 😊		

Acknowledge,  
Advisor

(Heni Adhianata, S.T.P., M.Sc.)  
19900613 1402 016



**CONSULTATION FORM  
INDUSTRIAL TRAINING /  
FOODPRENEURSHIP**

Name : Siecilio Saktiana  
 Student Number : 2074130010008  
 Advisor : Heni Adhianeta

No	Date	Topic Consultation	Name/ Signature
1	19/g	Kitchen Blueprint	<i>[Signature]</i>
2	21/g	Table of Content	<i>[Signature]</i>
3	19/g	PreFace	<i>[Signature]</i>
4	19/g	Abstract	<i>[Signature]</i>
5	19/g	Conclusion	<i>[Signature]</i>
6	19/g	Suggestion	<i>[Signature]</i>

No	Date	Topic Consultation	Name/ Signature
7	19/g	Internship Section	<i>[Signature]</i>
8	19/g	Benefit	<i>[Signature]</i>
9	19/g	Chapter 1	<i>[Signature]</i>
10	19/g	Chapter 11	<i>[Signature]</i>