**MARY**

[Mary.150615@2freemail.com](mailto:Mary.150615@2freemail.com)

**Job Objective:** A suitable position in a reputed organization, where I could develop, lead and organize the resources of the Company for its optimum growth and development.

**EDUCATIONAL BACKGROUND:**

College **Bachelor of Science in Tourism**  2006- 2010

University of Santo Tomas

España Manila

Secondary **UST High School** 2002 - 2006

University of Santo Tomas

España, Manila

**working experience:**

**Part - Owner**

**Crate Cafe**

Cebu City, Philippines

**August 2015 – Present**

* Assisting in processing of all legal papers for the business.
* Prepare monthly salary for all employees and making sure it is given on time.
* Creating monthly gross sales report per category/product.
* Providing suggestions for the day to day operational activities of the business.
* Monitoring all online marketing activities including giving promotions/discounts.
* Coordinate with other part owners for decision making.

**Administrative Assistant**

**Chiropractic Health and Physio PolyClinic/Blue Tree Clinics**

Al Wasl Road, Dubai, UAE

**July 2011 –August 2015**

* Act as the point of contact between the manager and internal/external clients.
* Manage diary and schedule meetings and appointments.
* Making travel arrangements for the Manager and for other employees.
* Handling all emails, and responds on behalf of the General Manager
* Prepares letters, memo, presentations and making sure all are well documented.
* Organizing spinal health seminars for employees in different companies around Dubai to be able to expand our target market.
* Responsible in creating promotions every month for the clinic.
* Maintaining the database for new patients.
* Prepare end month reports/accounts of the clinic.
* Coordinates with suppliers for all collaterals needed.
* Posts job ads for additional staff requirements and screens all applications received thru e-mail.
* Assists in insurance procedures for the patients.
* Assists in pre-approval and billing for each insurance.
* Assists in handling requirements for Labor and visa application for each employee.
* Managing appointment meetings of the management.
* Responsible for handling all travel arrangements including hotel accommodations, airline reservations, rental cars, office site-meeting venues.
* Provides secretarial support; prints and types correspondence and reports.
* Implementing new procedures and administrative system.
* Sets up information filing systems and maintains the confidentiality and currency of office records, files and databases.

**Personal Assistant**

**Real Sports Authority**

Makati City, Philippines

**July 2010 – April 2011**

* Liaising with clients to ascertain their precise event requirements.
* producing detailed proposals for events (e.g. timelines, venues, suppliers, legal obligations, staffing and budgets)
* Coordinating venue management, caterers, stand designers, contractors and equipment hire
* Organizing facilities for car parking, traffic control, security, first aid, hospitality and the media
* Coordinate with marketing and PR colleagues to promote the event;
* Liaising with clients and designers to create a brand for the event and organizing the production of tickets, posters, catalogues and sales brochures;
* Coordinating suppliers, handling client queries and troubleshooting on the day of the event to ensure that all runs smoothly;
* Overseeing the dismantling and removal of the event and clearing the venue efficiently;
* Post-event evaluation (including data entry and analysis and producing reports.)
* Act as the point of contact between the manager and internal/external clients.
* Handle request or queries appropriately
* Manage diary and schedule meetings and appointments.
* Making travel arrangements for the Manager and for other employees.

**Trainings and Seminars Attended:**

Event **Titan 2k11: Celebrity Challenge** October 29, 2010

Organizer

Event **WWF: Water Place Photo Exhibit** October 11-15,2010

Organizer

Event **Rhett Eala: 20th Year Anniversary** October 5, 2010

Organizer

Event **NBA FIT 2010: Philippines** August 6 – 15, 2010

Organizer

Organizing **Zail! A scintillating Revelry on an EntrancingJaunt** September 14, 2008

Committee **from coast to coast**

Head

Participant **Be Equipped, Be Learned, Be Hired Seminar** August 27, 2008

UST - AMV

Participant **M.I.N.D.Your Business Seminar** October 4, 2008

UST- AMV

Participant **Front Office Seminar and Diamond Hotel Ocular** October 2, 2007

Roxas, Boulevard

Participant **Seminar on Food and Beverage,** October 2, 2007

**Housekeeping and Fidelio**

Astoria Plaza Hotel

Participant **Global Tourism: Unveiling the World’s** September 6, 2008

**Cradles of Paradise Seminar**

UST – Albertus Magnus Building

Participant **Tourism and Hospitality Industry** October 4, 2006

**@ Maximum Capacity:**

**Experiencing the Different Tourism Trends**

**through Marketing and Promotions Seminar**

**UST – Albertus Magnus Building**

**SKILLS AND INTERESTS:**

● Fluent in English and Filipino

● Proficient in Microsoft office

● Interested in traveling, sports and other leisure activities

**Personal Information:**

Civil Status: **Single**

Place of Birth: **Manila**

Citizenship: **Filipino**

Sex: **Female**

Visa Status: **Tourist Visa**

**Character Reference:**

Available upon request