**EDUCATIONAL BACKGROUND**

**POST GRADUATE : MASTER IN INTERNATIONAL HOSPITALITY**

**MANAGEMENT (2010-2013)**

Claro M. Recto Academy of Advanced Studies

Lyceum of the Philippines University

Philippines

**TERTIARY : BACHELOR OF SCIENCE IN TOURISM (2003-2007)**

College of International and Tourism Management

Lyceum of the Philippines University

Philippines

**CAREER PROFILE**

**Lyceum of the Philippines University Instructor**

Muralla Street Intramuros, Manila City June 2011 to present

**Universal College of Paranaque Tourism Adviser and Part Time Instructor**

**Hap Chan Seafood Restaurant Assistant Supervisor**

October 2009 – April 2010

**Rajah Travel Corporation Travel Counselor**

September 2007 – January 2008

**Discovery Cove Guest Relation Officer**

March – June 2007

United States of America

**Qantas Airways Ground Staff Trainee**

Ninoy Aquino International Airport November 2006 – March 2007

**JOB DESCRIPTION**

**INSTRUCTOR**

* Teaching Tourism subjects : Principles of Tourism 1 & 2, World Tourism, Philippine Tourism, Tour Guiding Services, Travel and Tours Operation, Events Management, Tourism Impacts and Sustainability, Tourism Planning and Development, Tourism Marketing, Transportation Management and Introduction to Hospitality Management
* Handling minimum of 24 units per semester equivalent to 8 sections and supervising 3 sections as an advisory class
* Preparing class lessons using PowerPoint presentation and activities each meeting

**TOURISM ADVISER**

* Handing all tourism sections from first year to fourth year level
* Maintaining students record
* Planning activities for tourism students for the whole semester
* Organizing students travel documents and trips local and international

**ASSISTANT SUPERVISOR**

* Monitoring day to day restaurant operation
* Assisting guests with their request

**TRAVEL COUNSELOR**

* Handling International travel reservation both individual and corporate account
* Creating itinerary for the tourist
* Maintaining and securing passengers travel documents

**GUEST RELATION OFFICER**

* Handling day to day park reservation
* Providing information and guiding tourist around the park
* Gathering tourist information through system and surveys
* Assisting guest with their request

**GROUND STAFF TRAINEE**

* Handling arrival and departure for Qantas airways flights
* Assisting guest from check in counters, boarding gates and arrival area
* Assisting crews (Pilots and Flight attendants)
* Preparing all documents required for the flight
* Meet and assist elders and minors travelling alone

**TRAININGS/SEMINARS**

**Amadeus Non-Air Workshop**

June 26, 2015

Amadeus Office, LKG Tower, Makati City

**Trainers Methodology Level 1 (264 hours)**

October 21, 2013 – January 28, 2014

**Amadeus Basic Course**

Amadeus Score – 97%

Apr. 30/ May 2-4, 2012

**Fundamentals of Reservations through Galileo Desktop**

Evaluation Result – 100%

Galileo Standard – 90%

November 7-9, 2007

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**

**(TESDA) CERTIFICATES**

* National Technical Vocational Education and Training (TVET) Trainer Certificate – Level 1

Title: Events Management Services NC III

Date: May 13, 2015

* National Technical Vocational Education and Training (TVET) Trainer Certificate – Level 1

Title: Tourism Promotion Services NC II

Date: April 28, 2015

* Events Management National Certificate III

Date: March 18, 2015

* Trainers Methodology Certificate I

Date: February 3, 2014

* Training Methodology - Deliver Training Session

Date: February 3, 2014

* Tourism Promotion Services National Certificate II

Date: November 21, 2013

* Training Methodology - Conduct Competency Assessment

Date: November 14, 2013

**CERTIFICATE OF COMMENDATION**

* Top Faculty Performers for 1st Semester Academic Year 2011-2012

Awarded: November 10, 2011

* Top Faculty Performers for 1st Semester Academic Year 2013-2014

Awarded: November 4, 2013

* Top Faculty Performers for 2nd Semester Academic Year 2013-2014

Awarded: May 30, 2014

* Top Faculty Performers for 1st Semester Academic Year 2014-2015

Awarded: November 3, 2014

* Top Faculty Performers for 2nd Semester Academic Year 2014-2015

Awarded: June 5, 2015

* Top Faculty Performers for 1st Semester Academic Year 2015-2016

Awarded: November 3, 2015

**PERSONAL DATA**

Date of Birth : June 28, 1986

Nationality : Filipino

Languages Spoken : English and Filipino

Skills : Computer Literate



**Gulfjobseeker.com CV No:** **1506102**