**Nicole**

**OBJECTIVE:**

To apply for a position that will commensurate with my qualifications and will further develop my skills and knowledge.

**EDUCATION:**

Tertiary: Bachelor of Science in Travel Management - Graduated

June, 2011 – March 20, 2015

Our Lady of Fatima University

Antipolo City, Rizal Philippines

**JOB EXPERIENCE:**

**Front Desk Staff**

2Go Travel

Paradise Garden and Convention Center

Boracay Island, Aklan

April 1 – September 30, 2015

Duties & Responsibilities

* Greeted new customer and escorted them to their tables.
* Assist Customers/Passengers.
* Giving information the customers.
* Delivering various services to the customers projecting a professional customer service image facilities night auditing.
* Responsible for safe and efficient operation.

**Office Assistant**

**Manila International Airport Authority**

Pasay, City

January 12 – March 29, 2015

Duties & Responsibilities

* Assist the Terminal Manager to do their Minutes of the Meeting.
* Answering office phone calls.
* Arranging files/documents into orders.
* Making the power point or the presentation of the Terminal Manager.
* Noting the meeting or activities reminders and filing documents.
* Assisting the Assistant of the Terminal Manager by doing their presentation of the meeting.
* Typing access pass of the visitors.
* Assist the Office VIP’s.

**Food and Beverage Attendant**

2Go Travel

Paradise Garden Resort and Convention Center

May 6 – 12, 2014

Duties & Responsibilities

* Present menus to patrons and answer questions about menu items, making recommendation upon request.
* Assisted host and hostess to take reservation or to-go orders, and by greeting, seating, and thanking guests.
* Stored food in designated containers and storage areas to prevent spoilage and increase shelf life.
* Presented wine samples for guest to taste and opened the bottles for them upon their approval.
* Served food and beverages to patrons, and prepared or served specialty dishes at tables as required.

**House Keeping Staff**

2Go Travel

Paradise Garden Resort and Convention Center

Boracay Island, Aklan

May 6 – 12, 2014

Duties &Responsibilities

* Make up rooms for guest who are staying and prepare rooms for the new arrivals.
* Inspect the cleanliness of the rooms.
* Cleaning and maintenance of the public areas of the hotel, both exterior and interior according to the established hotel procedures.
* Responsible for all information sent out and received from the control desk.

SKILLS:

* Can communicate well in English and Filipino.
* Computer literate.
* Interested in learning and discovering new things.
* Team worker who is able to adapt in highly dynamic and changing situations.

PERSONAL DATA:

Birthdate : March 26, 1995

Civil Status : Single

Nationality : Filipino

Height : 5’2”

Languages : English, Tagalog

SEMINARS AND TOURS ATTENDED:

March 31 – April 2, 2014 **AMADEUS TRAINING**

Our Lady of Fatima University

Antipolo City, Rizal Philippines

March 5 – 6, 2013 **EXPLORING THE DIFFERENT SHADES OF FOOD AND**

**BEVERAGES PRACTICES AND TRENDS SEMINAR**

Our Lady of Fatima University

Antipolo City, Rizal Philippines

October 1, 2013 **AIRPORT AND AIRLINES OPERATION IN THE PHILIPPINES**

Our Lady of Fatima University

Antipolo City, Rizal Philippines

March, 2013 **TRAINING COURES IN HOTEL MANAGEMENT SUITE**

Our Lady of Fatima University

Antipolo City, Rizal Philippines

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