**KIMBERLENE**

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**CAREER OBJECTIVE:**

 To obtain a post in an organization where my skills and knowledge will be utilized both in my career advancement and the company’s growth.

**EDUCATIONAL ATTAINMENT:**

* **Bachelor of Science in Tourism Management (S.Y 2009-2013)**

La Consolacion College – Deparo, Novaliches Caloocan City, Philippines

* **Secondary & Elementary (School Year 1999-2009)**

Vincentian Catholic Academy-San Vicente Zaragoza Nueva Ecija, Philippines

**WORK EXPERIENCE:**

**Customer Relation Assistant/Receptionist**

 (October 02, 2013-January 27, 2016)

 ABS-CBN Broadcasting Corporation- Mother Ignacia St., co. Sgt Esguerra Avenue Q.C.

**Responsibilities:**

* Serve as a liaison between the guest and the employee.
* Handling phone calls and inquiries of clients/guests.
* Entertain the queries of the guest on how they can have an appointment to the employee.
* Provides competent service by giving reliable information about the company.
* Assist on special functions within the premises of ABS-CBN on location events or special projects.
* Assist visitors who are seeking help/concern for public service.
* Assist guests of the shows or program of the company.
* To call the employees regarding the arrival of their guest/visitors.

**TRAININGS ATTENTED:**

* ***On the Job Training* (360 hrs.)** (November 20 2012 to February 08 2013) Ninoy Aquino International Airport-Terminal 1

**Terminal Operations Group**

* Gate Allocation and Flight Information
* Passenger Check-in Counter/Common Use Terminal Equipments (C.U.T.E)
* Paging and Flight Information Display System
* Terminal monitoring

**SEMINARS ATTENDED:**

* **“The First Young Filipino Tourism Advocates Power Conference”** (February 26, 2011), PICC Forum II Pasay City
* **Tourism and HRM Ilocos Familiarization and Seminar with the theme of “Tour 2010 Stirs Cultural Appreciation in Reviving Domestic Hospitality Industry”** (March 2, 2010), Java Hotel,IlocosNorteandIlocos Sur
* **4th Annual National Tourism Students’ Congress“Tourism Opportunities Midst Global Crisis”**(August 29, 2009),DLSU –Damariñas, Cavite

**EXTRA-CURRICULAR ACTIVITIES:**

* Tourism Club Treasurer (S.Y 2011-2012)
* BS Tourism Student Representative – LCC School Campaign

(Open House 2ndSem 2011-2012)

**SKILLS AND INTERESTS:**

Have acquired knowledge and basic skills needed to be self-reliant and productive, able to perform under pressure in a challenging environment and work with minimum supervision. Computer literate. Good communication skills.

**PERSONAL DETAILS:**

**Birthday:** June 21, 1993

**Weight:** 53 kg **Height:** 5’4 **Age:** 22 years old **Status:** Single

**Nationality:** Filipino

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