**Rosemarie Antonio**

***Objective:*** To be able to impart and enhance my acquired knowledge and skills. To add value in the operation of a credible and aggressive organization.

***Summary:***

* Over 15 years of experience in Administration and Customer Service.
* Accustomed to work under pressure and meeting deadlines.
* Ability to multi-task.
* Able to operate office equipment.
* Willingness to grow as an individual, with superiors and colleagues who are systematic and career oriented.

**Employment Record**

* **Receptionist** *(April 2005 to May 2016)*
* Emirates

***Duties and Responsibilities:***

* Welcome visitors in person on the telephone.
* Direct visitors.
* Maintains security and issues visitor badges.
* Maintains telecommunication.
* Maintains safe and clean reception area.
* Contributes to team effort.

* **Office Assistant** *(April 2005 to May 2016)*

***Duties and Responsibilities:***

* Providing proactive and efficient administrative support services to the organization.
* Responsible for maintenance and provision of office supplies including stock taking, and placing order on regular basis.
* Collating materials, producing brochures and binding presentations.
* Making photocopies and arrange distribution of materials.
* Distribution of internal post, sending faxes and ad hoc delivery within the office building.
* Responsible for greeting, prepare beverages all the company guests.
* Providing all general support and other relevant tasks when required.
* **Saleslady** *(March 2003 to August 2003)* **French Connection Fashion Clothing**

Al Ghurair City, Dubai, United Arab Emirates

***Duties and Responsibilities:***

* Communicate and assists customers in every way possible.
* Deals with customer complaints professionally.
* Coordinate with store keeper and data entry.
* Maintain standard display of products, cleanliness and safety in the showroom.
* **Food & Beverage Staff** *(February 1997 – August 2001)* **Claridge Hotel**

P.O. Box 1833, Dubai, United Arab Emirates

***Duties and Responsibilities:***

* Manage all F&B and all day to day operation within budgeted guidelines to the highest standards.
* Identify customer needs and provide proactive concern.
* Reports to the manager on duty regarding sales and productivity.

**Educational Background**

* **Hotel and Restaurant Management (undergraduate) 1990-1992**

Polytechnic University of the Philippines

* **Dona Aurora High School 1985-1989**

San Mateo, Rizal, Philippines

**Computer Skills**

* **Software Applications:** Microsoft Office (MS Word, MS Excel, MS Outlook & MS Access) and Internet

Explorer

**Job Seeker First Name / CV No: 1799280**

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