# C:\Users\Maricel\Pictures\img189.jpgClarissa

[Clarissa.330708@2freemail.com](mailto:Clarissa.330708@2freemail.com)

# 

**PROFESSIONAL PROFILE**

Well driven professional with expertise in building strategic client relationships through effective marketing initiatives. Detail-oriented, team player, and able to gain the trust of customers by interacting with people from all background.

**OBJECTIVE**

To be a significant contribution to an institution that offers a genuine opportunity for progression.

.

**PROFFESSIONAL EXPERIENCE**

Asiatravel.com | [www.asiatravel.com](http://www.asiatravel.com)

Al Rigga Road, Diera | February 6, 2012 - Present

##### *One of the trusted online travel agencies in Asia which specializes in both business and leisure travel, with a wholly owned network of offices across Asia. Awarded as the Best Online Travel Agency for the year 2013 by TTG Travel Trade Awards in Singapore.*

* **Asst. Businesss Development Manager | Savio Staff Travel (B2B Department)**
* **Sales and Operations Executive | TAcentre.com (B2B Department)**

January 2015 - Present

* Maintains and expands relationships with existing clients
* Delivers sales presentations to business partners and high-level executives
* Attends client meetings, organize events and special projects
* Achieves sales targets and completes administrative works as required
* Provides customer service to clients by assisting their booking inquiries and other concerns

##### Key Achievements:

* Closed a group lead in less than a month of being part of the team. Total Sales : AED12,760.00
* Account Manager-Travel Trade I B2B Department

July 29, 2013 –January 2015

* Maintains and expands relationships with existing clients
* Delivers sales presentations to business partners and high-level executives
* Attends client meetings, organize events and special projects
* Achieves sales targets and completes administrative works as required

##### Key Achievements:

* Sales Achiever of the Month (Jan & Feb 2014; May & June 2014). Achieved more than the target of 92 sales call per month.
* Closed a group lead in less than a month of being part of the team. Total Sales : PHP219,205.00
* Reservations Officer I AT Philippines Department

February 6, 2012 – July 29, 2013

* Makes and confirms reservations thru phone conversation
* Assists and addresses customers’ concerns and complaints via phone and email.
* Processes reservations made online thru Asiatravel.com’s website
* Achieves targets and administrative works

**Key Achievements:**

* Top Performer of the Week (June 2013); Achieved total of 30 room nights acquired through phone booking

Westmead International School

Alangilan, Batangas City | June 2011 – Feb 6, 2012

##### *An internationally accredited institution* *established to provide exemplary education and training to both local and foreign students. Its focus is to produce graduates who will excel in their chosen fields and rise to the challenges of an emergent globalized society.*

* College Secretary I College of Tourism and Hospitality Management Department

June 2011 – Feb 6, 2012

* Accomplishes administrative works provided by the Dean of CTHM Department
* Assists students’ academic concerns under CTHM Department
* Ensures that all the subjects based on the curriculum are being offered on the specific semester
* College Instructor I College of Tourism and Hospitality Management Department

June 2011 – October 2012 (One semester)

* Prepares complete course syllabi (Domestic Tourism and Travel Agency Management)
* Uses effective motivation to stimulate a personal desire to learn the subject/topics
* Meets and assists students during office hours or by appointment

#### KEY SKILLS

#### Technical Skills

* Proficient in the use of Microsoft Office Outlook, Word, Excel and Powerpoint.
* Able to multitask with proven ability to meet objectives ahead of schedule.
* Strong presentation and time management skills.

#### Personal Skills

* Enthusiastic, quick learner with good interpersonal and organizational skills.
* Highly trainable and can work well under pressure.
* Positive work attitude and high sense of professionalism.
* Confident personality blended with strong work ethic.

#### EDUCATION

### BS Tourism Management, Westmead International School

**Dean’s Lister | 2011**

Participated in several extra- curricular activities which helped develop interpersonal skills and gained experiences and knowledge through seminars attended.