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**CURRICULUM VITAE**

**JAMIE R. RODRIGO – CV No. 1991850**

**CAREER OBJECTIVE:**

To obtain a full time position in this company which offers a professional working environment that enables me to grow and gain experiences while meeting the corporation's goals.

**SUMMARY OF QUALIFICATION:**

# Exceptionally reliable. Good at meeting deadlines and handling pressure situation with sense of urgency.

# Highly motivated individual, eager to accept challenges.Efficient and hardworking.

# Has the ability to maintain confidentiality of records & information. Good interpersonal skills, responsible, honest, and organized.

**STRENGHT:**

Good computer skills using computer software including Microsoft Office products, Excel

Ability to learn new computer systems and work with industry related software programs

Previous customer service experience, evaluating and processing.

With excellent communication skills including letter writing skills and telephone manner

Negotiation skills and problem solving skills

Ability to work in a team environment, able to respond to team objectives, hardworking

and prepared to stretch when necessary.

Timely responds to a request, question, concern or problem, efficient and thorough

* Trained to have a wide knowledge towards Listening Skills, Asking Skills and Solving Skills.

### EMPLOYMENT HISTORY:

### 2014 to September 2016 – Front Desk Officer/Receptionist

Villa Del Rey Hotel, Camarines Sur Water Sports Complex

Philippines

**General Duties & Responsibilities:**

* Manage daily Clients
* Coordinates work flow & meet deadlines
* Making suggestions to improve service
* Increasing efficiency, minimizing errors, and administration time
* Clerical responsibilities, such duties may involve answering telephone calls and making the appropriate transfers
* Provide timely service, which ensures prompt and fair settlement in accordance with company policies and guidelines
* Maintain proper files by collecting and organizing all relevant documents using the company software system
* Monthly payroll
* Posting Ads
* Corresponding letters
* Corresponding emails
* Quotations
* Statement of Accounts
* Guest’s reservations
* Other duties as assigned

**PERSONAL DETAILS:**

Visa status Tourist visa

Gender Female

Citizenship Filipino

Issuing Authority DFA Legazpi, Philippines

Date of Issue 15 November 2014

Valid Until 14 November 2019

## EDUCATIONAL ATTAINMENT:

College: STI College

Hotel and Restaurant Services

Naga City, Philippines

2012 – 2014

Graduate

(With on-hand certificate)

College: Ateneo de Naga University

Information Technology

Naga City, Philippines

2011 – 2012

Undergraduate

HighSchool: Camarines Sur National High School

Naga City, Philippines

2007 – 2011

Elementary: Naga Central School II

Naga City, Philippines

1999 - 2007

References will be available upon request.

**Jamie Rivera Rodrigo**

Applicant’s Signature

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| **JAMIE R. RODRIGO – CV No. 1991850**  To arrange interview with me, please send your company name, vacancy and salary details to my HR Consultant [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com) Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |