****

**LOUISE**

[**LOUISE.333225@2freemail.com**](mailto:LOUISE.333225@2freemail.com)



**OBJECTIVE:** Seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge with an opportunity for growth and career advancement as successful achievements.



**EDUCATION: Our Lady of Fatima University**

Bachelor of Science in Psychology Major in Industrial, Clinical and Educational Diploma (2010 – 2014)

**Xavier Technical Training Center**

Certificate in Computer Science (2008)



**TRAINING:** **Harte Hanks Philippines Inc.**

Talent Acquisition Assistant/ Human Resource Assistant (2013)

**Metro Psych Facility Road and Bridges to Recovery**

Student Psychologist/ Assistant Occupational Therapist (2013)

**Our Lady of Fatima University**

Guidance Department Intern/Student Assistant (2014)



**INFORMATION:** Birth date: March 21, 1994 Height: 5 ft 8 inc

Status: Single Weight: 75 kg

Nationality: Filipino Religion: Roman Catholic

Language Spoken: English & Filipino



**EXPERIENCE: SPACEO GMC, United Arab Emirates**

**Dec 2015 – Dec 2016 *Project Coordinator/Admin Executive/Receptionist/HR***

Managing the day-to-day operations of the office.

Organizing and maintaining files and records.

Planning and scheduling meetings and appointments.

Coordinate activities, resources, equipment and information.

Human resource work such as recruitment process and job offers.

Liaise with clients to identify and define project requirements, scope and objectives.

Make certain that clients’ needs are met as the project evolves.

Help prepare project proposals, timeframes, schedule and budget.(invoice, LPO, petty cash breakdown)

Monitor and track project’s progress and handle any issues that arise.

Act as the point of contact and communicate project status adequately to all participants.

Issue all appropriate legal paperwork.

Report and escalate to management as needed.

Create and maintain comprehensive project documentation, plans and reports.

Manage to do receptionist, secretarial, administrative and project coordinator work in the company.

**SMART DRIVE DUBAI, United Arab Emirates**

**April 2015 – Nov 2015**  ***Admin/ Call Center Agent***

Answer calls and emails; answer all the inquiries for Smart Dive Dubai.

Check if there is available driver for the customers.

Getting the name, pick up location and destination of the customer.

Invoice of receipts.

**PHILIPPINE AIRLINES, Philippines**

**May 2014 –October 2014** ***Customer Service Agent/Ticketing Service Agent***

Plan routes, itineraries, and accommodation details, and compute fares and fees, using schedules, rate books, and computers.

Make and confirm reservations for transportation and accommodations,

using telephones, faxes, mail, and computers.

Assemble and issue required documentation, such as tickets, travel insurance policies, and itineraries.

Maintain computerized inventories of available passenger space and provide information on space reserved or available.

Confer with customers to determine their service requirements and travel preferences.

Promote particular destinations, tour packages, and other travel services, reconfirmation of airline tickets, and booking reservation.

Maximize sales and revenues by booking and ticketing return journeys, selling holiday packages and other travel related products and services.

|  |
| --- |
|  |
|  | |
|  |  |



**SKILLS:** Supervisory skills

Proficiency with computers and office equipment

Strong verbal, personal and written communication skills

Dedicated and hard working

Exposed and interacted with a wide variety of individual

Versatile and adoptability

Tolerant and flexible, adjusts to different situations.  
Ability to organize, prioritize and work under extreme work pressure, heavy work load and deadlines.

Strong work ethic

Multitasking individual

Strong Interpersonal Skills

Decision making and critical thinker  
Self-motivated, initiative, maintains a high level of energy.  
 Accuracy and attention to details



**REFERENCES:** Available upon request

**VISA STATUS:** Employment Visa (to be cancelled as company will be close soon)

*I hereby certify that all information given in this application are true and correct to the best of my knowledge.*