**JESSICA**

[**JESSICA.333683@2freemail.com**](mailto:JESSICA.333683@2freemail.com)

**CAREER OBJECTIVE:**

To start a career in a Tourism Industry that will enable me to enhance my skills and knowledge competently in order to attain career growth, professional development as well as personal development.

**TRAININGS AND SEMINARS ATTENDED:**

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| March 17, 2014 – May 15, 2014  **“On the job training  (Front Office Receptionist)”**  Casa de la Flora  Khaolak, Thailand  March 2011  **“Certification of Completion  (In-house Practicum)”**  University of Luzon  Dagupan City, Pangasinan | November 24, 2013 – March 16, 2014  **“On the job training (Spa Receptionist)”**  Casa de la Flora  Khaolak, Thailand  September 2010  **“Certificate of Attendance (Seminar on Hotel Operations: Food and Beverage**  **Housekeeping and Front Desk Fidelio)”**  Baguio Country Club  Baguio City, Philippines |
| September 2010  **“Certificate of Attendance  (Principles and Steps of Hazard Analysis and Critical Point)”**  Baguio Country Club  Baguio City, Philippines | March 2010  **“Certificate of Participation (Research Seminar Workshop)”**  Saint Charles Academy  San Carlos City, Pangasinan |
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**SKILLS:**

* Good knowledge of Computer Applications: Opera System, MS Windows XP to Windows 7 Ultimate Operating System, Windows 10, MS Office 2003-2010 (Word, Excel, PowerPoint), Print Shop De Luxe III, Print Artist, Microsoft Paint, Microsoft Reference, Adobe Acrobat, Email, Internet.
* Good knowledge in Social Media Applications: LinkendIn, Facebook, Instagram, Twitter, Pinterest and etc.
* Ability to work under pressure
* Flexible and Versatile
* Attention to detail
* Result oriented person and can work with minimum supervision

**EDUCATIONAL BACKGROUND**

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| --- | --- | --- |
| **College:** | **2010-2014** | **University of Luzon**  DagupanCity,Pangasinan BS Tourism Major in Travel Management |
| **Secondary:** | **2006-2010** | **Saint Charles Academy**  San Carlos City,Pangasinan |
| **Primary:** | **2000-2006** | **Abanon Central School**  San Carlos City, Pangasinan |

**PERSONAL DETAILS:**

Civil Status **:** Married

Visa Status **:** Visit Visa

Age **:** 22years old

Sex **:** Female

Nationality **:**  Filipino

Height **:** 5'6''

Weight **:**  120lbs

**Passport Details** **:**

Place of Issue **:**  DFA Baguio

Date of Issue **:** 10 June 2015

Expiration Date **:** 09 June 2020