**MARIA**

Dubai, U.A.E.

Maria.335572@2freemail.com

Visa Status : Tourist Visa

**Career Objective**

To achieve eminence position that will expand my knowledge and further develop myself in the industry with the use of my skills and experiences.

**Career Development**

Sales Associate – SM Lucena, Department Store

(September 1, 2016 – November 30, 2016)

SM Lucena, Lucena City, Quezon Province, Philippines

 - Customer Service, assisting customers on their complaints and enquiries.

 - Maintain proper phasing, display of products and stocks.

 - Ensure that customers are properly assisted and guided on their requirements.

Event Organizer – MILO Fun Run

(August 4, 2016- August 14, 2016)

Nestle Philippines, Lucena City, Quezon Province, Philippines

 - Manage the registration & payment.

 - Assisting the clients/participants on the event day.

 - Information dissemination of the event program.

Receptionist

(May 2016 – July 2016)

Quezon Premier Hotel, Lucena City, Quezon Province, Philippines

 - Welcoming guests to the hotel.

 - Making hotel accommodation/reservation.

 - Answering inquiries & checking e-mails.

**Academic Background**

Tertiary **Bachelor of Science in Tourism Management, 2010-2016**

Manuel S. Enverga University Foundation

 University Site, Brgy. Ibabang Dupay, Lucena City

Secondary **Quezon National High School, 2006-2010**

Iyam, Lucena City

Elementary **Lucena South 1 Elementary School, 1999-2006**

Cotta, Lucena City

**Seminars/Trainings Attended**

* ***OJT in SOUTHERN SKY TRAVEL AND TOURS***from January 25, 2016 – April 9, 2016
* Seminar on “*Trends and Issues in the Workplace: A Glimpse to Hospitality and Tourism World*”, AEC Little Theater, MSEUF, Lucena City, October 3, 2015
* Seminar on “*How Aviation Sector and Hotel Industry keep up with Modern Customer Trends*”, RBA Hall, MSEUF, Lucena City, September 21, 2015
* Seminar on “*The Development and Trends in Tourism and Hospitality Industry*”, RBA Hall, Manuel S. Enverga University Foundation, Lucena City, September 14, 2015
* Seminar on “*Global Tourism and Hospitality Workforce: The Grand Finale*”, AEC Little Theater, MSEUF, Lucena City, October 1-3, 2013
* Seminar on *“Information Technology for a Strategic Tourism Management*”, CTHRM Building, MSEUF, Lucena City, September 19, 2013
* Seminar on “*Growing Rural Employment through Community-Based Tourism*”, Dona Rosario Coffee Shop, CTHRM Building, MSEUF, Lucena City,September 3, 2013
* *“7th Annual National Tourism Students Congress”*, Treston Intl’ College, BGC, March 1, 2013
* Seminar on “*Computer Reservation System in Gathering Information*”, Manuel S. Enverga University Foundation, Lucena City, Quezon, May 28, 2012
* ***OJT in LUCBAN QUEZON TOURISM OFFICE*** (Local Government Unit) from April 9, 2012 – May 18, 2012
* “*6th Annual National Tourism Students Congress*”, St.Jude College, Dimasalang cor Don Quijote St. Sampaloc, Manila, February 24, 2012
* Seminar on “*Branded Customer Experience*”, Greenwich SM City, Lucena, February, 15 2012
* “*Marketing Power Conference 2011”*, De La Salle Lipa Sentrum, Lipa City Batangas, September 12, 2011
* Seminar on *“Travel Enthusiasts at Work, Leisure and Experience”,* Manuel S. Enverga University Foundation, Lucena City, Quezon, August 9, 2011
* Seminar on “*Sustainable Tourism Development in Bulacan*”, 8 Waves Water Park, San Rafael, Bulacan, Philippines, September 11, 2010

**Achievements/Affiliations**

* 2nd Runner-Up, *Ms. Hospitality 2013*, MSEUF Gymnasium, Lucena City
* Finalist, *G. At Bb. Nutrisyon 2013,* , MSEUF Gymnasium, Lucena City
* Member, *EL TURISMO SOCIETY*, MSEUF, Lucena City
* Member, *TOUR GUIDERS CLUB*, MSEUF, Lucena City

**Personal Information**

Date of Birth : August 4, 1993

Place of Birth : Lucena City, Quezon

Citizenship : Filipino

Height : 5’3

Weight : 105.5 lbs.

Sex : Female

Civil Status : Single

Religion : Roman Catholic

**Special Skills**

* Logically sound
* Good communication skills
* Computer literate
* Freelance Model