Dyan

Dyan.335724@2freemail.com

**Career Objectives**

Give my best and learn more in my professional pursuit for overall benefit and growth of the company that I serve. I will show my caliber and gain some experience in the field of communication, customer service, secretarial or administration.

**Educational Background**

 Tertiary: La Consolacion College Manila

 Bachelor of Science in Tourism

 Major in Travel Management

 #8 Mediola St. 1005 Malacañang Complex, Manila

 2010 - 2014

Secondary: La Immaculada Concepcion School

 E. Caruncho Ave., Malinao, Pasig City

 2006 – 2010

Primary: Lanie Casipe Learning Center

#12 Meleguas St., E Castro Subd., Sta. Lucia, Pasig City

2001 - 2006

**SKILLS**

* High-energy, positive team player with an excellent work ethic; flexible and dependable.
* Computer literate, Proficient in MS Word, Excel and PowerPoint.
* Familiar with Amadeus System.
* Knowledgeable in Airlines Codes, Airport – City Codes.
* Proficient in English Language.

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**Seminars Attended**

* BLAST: Beauty Lasting And Speech Transformation

Mother Consuelo Barcelo Theatre

July 20, 2012

* SOLAS: Safety Of Life At Sea

Mother Consuelo Barcelo Theatre

July 14, 2012

* Hotel Exposure Seminar

Holiday Inn Clark Pampanga

February 9, 2011

* Airport Passenger Handling The Work Of Flight Attendant

PAL, Learning Center Manila

December 15, 2012

**Training Attended:**

**City State Tower Hotel**

1315 Mabini St, Ermita, Manila, 1000 Metro Manila

On The Job Training
Department: Travel & Tours
Date: January 2014 – March 2014

**Work Experience:**

**Admerex Solution Inc.**

The Peak Tower, L.P. Leviste Street, Makati, 1227 Metro Manila
Department: Globe Telecom Wireline (Call Center)
Position: Collection Specialist
Date: October 2014 – June 2015

**Fairmont Hotel Makati**1 Raffles Drive, Makati Avenue, Makati, 1224

Department: Banquet

Position: F&B Server
Date: January 2016 – December 2016

**Personal Information**

Age : 22 years old Weight : 58 kg

Gender : Female Height : 5”4

Birthdate : January 17, 1994 Status : Single

Religion : Roman Catholic

Citizenship : Filipino

  *I hereby certify that the above information is true and correct to the best of my knowledge and belief.*