**MARY**

[**Mary.335829@2freemail.com**](mailto:Mary.335829@2freemail.com)

**OBJECTIVE SUMMARY**

To obtain any available position where I can apply my education, four years of customer service experience and foreign linguistic skills, and provide clients with a high quality service experience.

**PROFILE**

* I am a travel enthusiast, have deep passion with writing, music, and photography. I have been invited to different places– both local and international, to write about my personal experiences for food, parties, events, accommodations, and lifestyle.
* Able to learn quickly, demonstrate flexibility and persistence. Dependable, analytical and hardworking; Can work well both independently and as a team.

**WORK EXPERIENCE**

**Accounts and Marketing Department**

*Hydro Manila, Inc | 2016*

* Develops marketing program, business plans, create timelines, set budgets, develop strategies and tactics, and execute.
* Merging different brands to a better partnership to provide high quality experience to targeted audiences using social media accounts, different marketing tools and via website.
* Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences, and travel. Take down or type and distribute minutes of meetings.

**Event Promoter and Social Media Influencer**

*Neverland Manila | 2015 – 2016*

* Responsible for helping clients put together events such as parties, concerts, conventions or conferences on a budget with as few hiccups as possible.
* As a Social Media Influencer, I usually write blogs, press releases, and reviews to each upcoming events– may it be our event/s or other brand's event/s; Writing both pros and cons, what not to do, what not to bring, what to wear, etc.
* Promotes FAQS and detailed information about the company, event/s, and the artists through social media using Neverland's Twitter account or Facebook Page.

**Medical Service Associate**

*Teletech – Aseana One | 2014 – 2015*

* **Blueshield of California** – caters to its members where we provide benefits, co-pays, eligibility, coverage, and other medical inquiries.
* Promoted as a Senior Medical Associate on my second month for receiving consistent excellent feedback from BSC members.

**Travel Sales Specialist**

*Aegis PeopleSupport, Inc. | 2012 – 2014*

* **Expedia** – acts as an expert consultant to Travel Agent partners, builds rapport with the customers, determining the travelers’ needs and making recommendations that will lead to an extraordinary vacation experience.
* Promoted as an Assistant Team Leader on my 7th month.

**QUALIFICATIONS/ SKILLS**

* Demonstrates awareness of client’s cultural needs, and adopts interaction and intervention accordingly.
* Good command in communication skills both in oral and written (Filipino and English).
* Organizing events and coordinating it.
* Performs applicable tasks and duties assigned within the realm of knowledge, and develop problem solving skills, assess and anticipate needs of clients.

**CERTIFICATES**

* Basic Life Support, First Aid, and CPR Certified
* Basic Water Safety Certified
* Flight Attendant Training

**ACHIEVEMENTS**

* Awarded Top Promoter of the Year 2016
* Awarded Top 5 Social Media Influencer, 2015
* Certified Red Cross Member, 2013 – present
* Leader of Youth for Christ from 2009 – 2013
* College Volleyball Varsity Player, 2010 – 2013
* Editorial-in-Chief at Writer's Club, 2007 – 2009
* Won 3rd Place at Regional Essay Writing Contest, 2006

**EDUCATION**

* **Sapphire International Aviation Academy**

*Flight Attendant Training | 2013*

* **Far Eastern University**

*BS in Tourism Management | 2013*

* **Camella School**

*High School Graduate | 2010*