Richelle

[Richelle.347275@2freemail.com](mailto:Richelle.347275@2freemail.com)

**Objectives:**

* To be engaged in a company with outmost professionalism and dedication, guided with high standards where my skills and abilities can be maximized and developed in administrative position.
* To secure a position where I can apply my skills and experience, and be a part of a team that helps the organization’s success.

**Educational Background**

**Tertiary:** Arellano University

Jose Abad Santos, Pasay city

Course: BS Tourism Management

2012-2016

**Secondary:** Lake Shore Educational Institution

Canlalay, Biñan Laguna

2008-2012

**Primary:** Dela Paz Main Elementary school

Dela Paz, Biñan Laguna

2002-2008

**Special Skills:**

* Have a pleasant personality.
* Creative, fast learner, team player, flexible, detail-oriented and self-motivated.

**Work experience:**

* Assistant Secretary United Philippine Lines

April-May 2014 Manila, Philippines

**Duties and Responsibilities:**

To assist the seaman’s on their documents and encode some important details.

**Shakeys Pizza Parlor**  Paseo De Magallanes

* Food and Beverage Makati city, Philippines

November 2014-December 2015

**Duties and Responsibilities:**

Greet the guest, taking orders, served foods and give them a good service satisfaction.

**Astoria Plaza Hotel**

* Food and Beverage Astoria Plaza Hotel

January-March 2016 Manila, Philippines

**Duties and Responsibilities:**

Assist the guest on their needs.

**Starbucks Coffee**

* Barista 116 Petron, SLEX

March 2016- February 2017 Manila, Philippines

**Duties and Responsibilities:**

Make a coffee and cashier.

**Seminars Attended:**

**Cruise Line Management**

AU-JAS Campus Pasay

March 20, 2013

**Rooms Division**

Sofitel Philippine Plaza

CCP Complex Pasay city, Philippines 1000

**Emotional Quotient Seminar**

AU-JAS Campus Pasay city

**SAP Business One**

Arellano University Pasay

March 2013

**Tourism XP (Exploring career opportunities and challenges in tourism)**

Arellano University Pasig

October 1, 2014

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