**MELANIE**

Melanie.353675@2freemail.com

**OBJECTIVE**

To work in a competitive company to be able to further enhance my working capabilities as I apply my expertise and skills in Sales, Marketing, Customers Booking and other related work.

**PERSONAL INFORMATION**

Age:  **27** Birth Date: **05October 1989** Civil Status:  **Single**

**EDUCATION**

2006-2008

**Tertiary Level**

*Associate in Management*

Batangas State University

Batangas City

2002-2006

**Secondary Level**

*Puerto Galera National Highschool*

**WORK EXPERIENCE**

March 21, 2016 to December 02, 2016  **Atlantis Resorts Management, Inc.**

 Lipayo, Dauin

 Negros Oriental, Philippines 6216

 Customer Sales Representative

July 20, 2015 to March 21, 2016  **Atlantis Resorts Management, Inc.**

 Sabang, Puerto Galera, Oriental Mindoro

 Philippines 5203

 Customer Sales Representative

February 18, 2014 up to May 18, 2015  **Lalaguna Holdings, Inc.**

 Small Lalaguna, Sabang

 Puerto Galera, Oriental Mindoro

 Philippines 5203

 Frontdesk /Reservation Staff

October 13, 2008 – February 17, 2014 **El Galleon Beach Resort with Asia Divers**

 Small Lalaguna, Sabang

 Puerto Galera, Oriental Mindoro

 Philippines 5203

 Bookings & Sales Coordinator

May 17 2008- October 12 2008

**INTERNSHIP**

March 30 2008- May 17 2008 **SouthSea Divers**

 Small Lalaguna, Sabang

**Holidays Asia Divers Resort, Inc.**
Small Lalaguna, Sabang

Puerto Galera, Oriental Mindoro

Philippines5203

Diveshop Secretary

**South Sea Divers**
Sabang, Puerto Galera

Oriental Mindoro

Philippines5203

Dive shop Secretary

**SKILLS / JOB DESCRIPTIONS**

* Computer Literate Office Programs, Booking Programs, Outlook Email Client
* Fast learner and flexible
* Possesses good communication skills in English
* Communicating with local and international travel agents
* Arrange booking for resort guest group and individual bookings
* Arrange both private and public transfers for guest
* Create room/tour packages and rooms assignments

**PERSONAL INFORMATION**

* Nationality : Filipino
* Civil Status : Single
* Known Languages : English and Tagalog
* Religion : Catholic

Character references available upon request

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 Melanie