*****KRISTEL***

***KRISTEL.361544@2freemail.com***

**ASSETS AND CAPABILITIES:**

* Knowledgeable in Airline Operations
* Trained in Front Office Management
* Skilled in Travel and Tour Operations
* Experienced in Food and Beverage Operations
* Committed, Trustworthy, Hardworking and with sense of Professionalism
* Highly versatile to people, adjust easily to situation
* Good interpersonal and communication skills
* Proficient in English
* Can work under pressure
* Computer literate in MS Word, MS Excel, MS PowerPoint, etc.
* Flexible and Fast Learner

**TRAINING AND WORK EXPERIENCE:**

* **Administrative Aide I (Clerk)**

October 18, 2016 – February 24, 2017

Department of Public Works and Highways

Batangas IV District Engineering Office

Philippines

* **Administrative Assistant**

 May 16, 2015 – September 02, 2016

 Balintawak, Lipa City, Batangas

Philippines

* **Reservations Agent**

 July 20, 2015 – February 28, 2016

 AC Travel Express Consultancy Services

 2nd floor R.M Tibayan Building

 C.M. Recto Avenue, Lipa City, Batangas

Philippines

* **Administrative Aide I**

October 27, 2014 – March 27, 2015

Department of Public Works and Highways

Batangas IV District Engineering Office

Philippines

* **Tour Coordinator**

Part Time Job

St. William Tours & Transport Services

#087 District 1A, Marawoy, Lipa City, Batangas

Philippines

**EDUCATIONAL BACKGROUND:**

* **Bachelor of Science in Tourism Management**

Batangas State University

 Rizal Avenue, Batangas City, Philippines

 (2012-2014)

* **Associate in Tourism Management**

Batangas State University

 J.P.L.P.C. Malvar Campus, Batangas City, Philippines

 (2010-2012)

* **Secondary**

San Isidro National High School

 San Isidro, Lipa City, Batangas, Philippines

 (2006-2010)

**SEMINARS ATTENDED:**

* **“The 5th EdukCircle International Convention in Tourism and Hospitality”**

(Focus on Marketing and Advertising Strategies)

AFP Theater, Camp Aguinaldo, Quezon City, Philippines

September 21, 2013

* **“Tourism Industry Familiarization Seminar”**

(Baguio City Philippine Hotel, Culinary & Practical Presentation and Bartending)

Hotel Supreme Diamond Grand Ballroom, Philippines

March 11, 2012

* **“Hotel Operations Seminar”**

(Front Office, Housekeeping, Foods and Beverages, Sale and Marketing)

 Subic Bay Freeport Zone, Philippines

 August 27, 2010