**SCARLET**

**SCARLET.368546@2freemail.com** ****

**OBJECTIVE:**

To work in reputable company and enhance my skills, acquire more knowledge and pursue a career for professional and personal growth.

**PERSONAL BACKGROUND:**

**Date of Birth:** December 10, 1994

**Place of Birth:**Sta. CruzManila

**Age:** 22 years old

**Gender:**Female

**Religion:** Roman Catholic

**Citizenship:** Filipino

**Marital Status:**Single

**Skills & Capabilities:**Hardworking, Proficient in MS word, MS PowerPoint, Ms Excel, Internet Usage, Flexible and Eager to learn.

**Language:** English and Tagalog

**EDUCATION:**

**Tertiary**

Lyceum of the Philippines University

IntramurosManila

Bachelor of Science in International Travel and Tourism Management **SY:** 2013-2016

**Secondary**

San Juan National High School

San Juan, Southern Leyte **SY:** 2007-2011

**Seminar Attended:**

Pan Pacific Manila

(Actual Bed Making and Butler Service Seminar)

March 2012 at Manila, Philippines

Century Park Hotel

(Hotel Familiarization Tour Housekeeping Seminar)

December 2012 at Manila, Philippines

**Certifications:**

* Front Office(Opera) NCII
* Events Management NCIII
* Food and Beverage NCII
* AMADEUS Certificate

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