**MARIE**

[**MARIE.373449@2freemail.com**](mailto:MARIE.373449@2freemail.com)

**Career Objective**

To obtain a job that will challenge me and allow me to use my education, skills in a way that is mutually beneficial to both my employer and myself and allow for future growth and advancement.

**Skills**

* Proficient in both Written and Verbal English Communication
* Good Technical Computer Skills (MS office application)
* Knowledgeable in Hospitality Industry
* Competent Organizational Skills
* Effective Social and Leadership Skills
* Good Interpersonal Skills
* Tour Guiding Skills
* Knowledge of customer service standards and procedure
* With computer skills
* Microsoft Word
* Microsoft Excel
* Powerpoint

**Professional Experiences**

**Starlite Ferries Inc.**

Sta. Clara Pier, Batangas City, Philippines

***Position: Ticketing Clerk***

**June 20, 2016 – March 31, 2017**

**Duties and Responibilities**

* Separate and files copies of completed tickets
* Answers telephone calls
* Assign seats to respective passenger
* Computes total daily fares, using adding machine to compile daily revenue report
* Printing, scanning of documents
* Issuing ticket to passenger
* Other administrative work

**Gan Advanced Osseointegration Center**

**Makati City, Philippines**

***Position: Front Desk Officer***

**June 27, 2017 – July 31, 2017**

**Duties and Responsibilities**

* Dealing call from patients and calling them for their incoming schedule of appointment.
* Assist to their needs once they step inside the clinic.
* Offers them refreshments while waiting for their turn.
* Responsible to make daily and monthly reports.
* Handling payments from patients.
* Verify and update patient information
* Maintain a professional reception area
* Monitor and maintain inventory of dental office supplies

**Seminars and Trainings**

* Dusit Thani Hotel, Makati City

September 2, 2010

* Hospitality and Tourism Management Seminar

May 26, 2011

* Front Office Operations

April 29, 2011

* Food and Beverage Services

April 29, 2011

* Housekeeping Operation

May 25, 2011

* Amadeus E-learning Reservation Essentials

February 23, 2013

**On the Job Training Experiences**

**2Go Travel / Super ferry 2015 January 2012 to 23 January 2012**

Pier 15, South Harbor, Manila

Practicum / 200 hours

**St. Raphael Travel and Tours January 2012 to 23 February 2012**

Ground Floor Unit 106 State Condominium Bldg. Ortigas Ave. Greenhills San Juan, Metro Manila, Philippines

**Costwise Travel and Tours April 2015 to 20 May 2015**

Bauan, Batangas Philippines

**Educational Background**

**Lyceum of the Philippines University (LPU)** **June 2010 – April 2016**

Batangas City, Philippines

Bachelor of Science in International Travel and Tourism Management

**Personal Information**

Age: 23 years old Gender: Female

Civil Status: Single Nationality: Filipino

Visa Status: Valid till 28 December 2017

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

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**Marie**

Appliant Signature