Candice



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I am a self-motivated individual with ﬁve years experience in the hotel industry specialising in Event Management in the biggest hotel chain in the world and had an exposure in the online platforms for both Social Media and English language coaching.

# WORK EXPERIENCE

## Social Media Assistant (Online)



### TNA Marketing

*02/2018 – 12/2018*

*Achievements/Tasks*

Manage Facebook activities such as daily spending and ensures active people interaction.

# SKILLS

Customer Service

MS Powerpoint and Excel

Creative and Innovative

Flexible

Organizational Skills

Keen Eye to Details

Ability to work under pressure

## English Teacher (Online)

### 51Talk

*11/2017 – 05/2018*

*Achievements/Tasks*

Teach the English language to young Chinese learners online in a fun and engaging way.

## Event Supervisor (Coordinator)

### Marriott Hotel - Philippines

*12/2012 – 12/2017*

*Achievements/Tasks*

Manage corporate events such as MICE including group room bookings.

Plans and coordinates revenue generating events, ensures all details are captured and well disseminated.

Conducts meetings such as Pre-Convention/Pre-Group Arrival and Banquet Event Order meetings to deliberate all the important details.

## Food and Beverage Supervisor

### Marriott Hotel - Philippines

*04/2014 – 04/2015*

*Achievements/Tasks*

Oversee the daily operation, ran monthly meetings and monitor beverage costs.

Create and manage shift schedules, delegate special tasks and monitor Tripadvisor standing including staﬀ commendations and overall experience.

Good Time Management

# PERSONAL PROJECTS

MyHomeMyFood101 - Personal Food Blog

It is a personal Instagram page where I get to express my thoughts through cooking and practice my cooking skills.

# ACHIEVEMENTS

Associate of the Month of August 2013

**LANGUAGES**

English      Filipino      French     

# INTERESTS

Travel

Gastronomy

Calligraphy

Music

Arts and Crafts

Photography

**Business Center Associate**

Marriott Hotel - Philippines

*03/2012 – 12/2012*

*Achievements/Tasks*

Provides administrative tasks to guests like guiding them on the proper use of oﬃce equipments and processes, such as computers and long-distance calling.

# EDUCATION

## Hotel and Restaurant Management

### University of San Carlos