



CAREER OBJECTIVE

Seeking a position that will develop and utilize my career advancement and foster personal and professional growth.

CONTACT

PHONE:
+971552098778

Address:
Patchi Building Muraqqat Deira,
Dubai, UAE

EMAIL:
manansalajulienne05@gmail.com

SKILLS

- Time management
- Multi-tasking
- Verbal and Written communication skills
- Attention to detail
- Invoicing procedures
- Teamwork

JULIENNE DE GUZMAN MANANSALA

Administrative Officer/Receptionist

EDUCATION

Isabela State University
2019-2023
Bachelor of Science in Hospital and Restaurant Management

WORK EXPERIENCE

CRWI Coast Redwood, Makati City, Manila, Philippines
Customer Service Representative
June 2016- August 2018

- Enthusiastically introduce players, the rules of the game and the winners
- Deal cards, spin a wheel, and announce winners
- Use quick and accurate handling of cards
- Research appropriate topics and trivia to discuss with the audience
- Follow and supervise the updates and amendments in the game
- Engage in friendly conversation, without offering your opinion (sports, music, and trivia facts)
- Be presentable and confident in front of the camera
- Always use a positive parting remark to end the game conversation

ACT (Machineries & Metaleraft) Cauayan City, Isabela, Philippines
Receptionist/Administrative Officer
October 2018- June 2019

- Greeted members entering establishment, checked membership and directed or escorted them to specific destinations.
- tasks such as filing, logging all incoming and outgoing phone calls, faxes, payments, and contracts.
- Accountable for providing knowledgeable responses to information requested by clients.
- Assisted superior in any preparation that was necessary at that very moment. Entrusted to manage office during superior's absence.

- Assisted in strategic planning, handled itineraries, travel arrangements, re-ordering supplies, and scheduling presentations and conferences.
- Opened and shut-down office, answered and screened the incoming calls, taking and distribute messages, meeting and greeting all visitors and guests.
- maintaining a neat and welcoming appearance of reception area.
- Performing copying, printing, mailing, filing, faxing, scanning and typing taxes, ship and receive courier packages.