

MARY NICOLETTE TAN

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To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

EXPERIENCE

MAY 2019 – PRESENT

GUEST EXPERIENCE EXPERT, THE WESTIN BAYSHORE

Operate phone calls incoming and outcoming to and from the hotel. Handle guests' requests.
Organize guests' paperwork for filing.

EDUCATION

SEPTEMBER 2019-2021

DIPLOMA IN COMPUTER SYSTEM TECHNOLOGY, VANCOUVER COMMUNITY COLLEGE

SEPTEMBER 2018-2019

CERTIFICATE IN HOSPITALITY MANAGEMENT, CANADIAN TOURISM COLLEGE

SKILLS

- Visual Studio Code
- Visual Studio
- Microsoft Office
- Github
- Adobe XD
- Android Studio

QUALIFICATIONS

- Accomplished in clerical and administrative duties
- Excelled in Communication and Workplace behavior
- Completed Data & Document management fundamental
- Achieved basic Website Development