

# MARY NICOLETTE TAN

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## 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-PRESENT

**DIPLOMA IN COMPUTER SYSTEM TECHNOLOGY, VANCOUVER COMMUNITY COLLEGE**

(GRADUATING YEAR 2021)

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