

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 2019-2021

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