



ERIKA SANTOS BONDOC

Marikina City, Philippines

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WORK EXPERIENCE

TGSERVICES, INC

First Philippine Holdings (*Lopez Group of Companies*)

- April 2023 - October 2023

- Butler
- Provide a warm and professional welcome to the VIP guest upon arrival.
- Ensure the guest's workspace and meeting/training area are immaculate and well-prepared.
- Provide discreet and attentive service during meals and refreshments.

SHOPEE PHILIPPINES

Shopee Ambassador (Nov 2022 - July 2023)

- Affiliate Marketing
- Develop and implement marketing strategies to attract potential customers.

SOCIAL MEDIA HANDLER/MANAGER

- **Social Media Platform Marketing Freelancing**
- Worked on marketing promotion/sharing for different brands on Facebook.
- Increased reach for business to potential customers.
- Tasked to make graphics for online layouts.

TOURISM CULTURE AND THE ARTS OFFICE

On-the-Job Training (November 2017 - February 2018)

- Tour Guide and Office Staff
- Conduct informative and engaging tours for visitors, providing historical and cultural insights.
- Coordinate schedules and communicate with tour guides to ensure tours run smoothly.

CERTIFICATIONS AND TRAININGS

TESDA

- Travel Services NC II
- Front Office Services NC II
- Tourism Promotion Services NC II

ONLINE TESDA

- Introduction of Front Office Services (Completion Certificate)
- Providing Guest Room Services (Completion Certificate)

REFERENCES

Available upon request.

PERSONAL INFORMATION

Age : 23

Birthday : June 01, 2000

Civil Status : Single

Height : 5'6"

Weight : 58kg.

Nationality : Filipino

EDUCATIONAL ATTAINMENT

**Pamantasan ng Lungsod
ng Marikina (PLMAR)**

*Bachelor of Science in Tourism
Management*
2018 - 2022

**Kalumpang National High
School (Senior High)**

*Technical Vocational Livelihood -
Tourism Promotion*
2016 - 2018

SKILLS

- Flexibility / Adaptability
- Excellent Communication Skills
- Highly Motivated
- Can undergo training
- Computer Literate (MS Office)