

# Shirley Marzo

General Santos 9504

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## Work Experience

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### **Reservation Staff**

Attic tours phils. - Manila

August 2011 to December 2016

Receiving emails and calls from our agent and hotels.

Doing booking from outbound and inbound.

### **Front desk head**

phela grande hotel - General Santos

February 2011 to July 2011

### **Front Desk Clerk**

phela grande hotel - General Santos

August 2010 to February 2011

### **Barista**

phela grande hotel - General Santos

August 2009 to July 2010

## Education

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### **Bachelor's in Bachelor of Science in Hotel and Restaurant**

Golden State College - General Santos

June 2008 to May 2011

### **Bachelor's**

## Skills

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- Microsoft Office (10+ years)
- Microsoft Excel (10+ years)
- Microsoft Word (10+ years)

## Languages

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- English - Intermediate