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CV

# Regina Luna

Student / Designer  
based in Saudi Arabia

## • Skills

Adobe Illustrator  
██████████ ██████████

Adobe Photoshop  
██████████ ██████████

Adobe Indesign  
██████████ ██████████

Blender  
██████████ ██████████

HTML / CSS  
██████████ ██████████

Python  
██████████ ██████████

## • Languages

Tagalog	Deutsch
Native	Intermediate
English	Arabic
Fluent	Basic

## • Education

2021 - Pennsylvania State University  
Present Digital Multimedia Design

2016 - Institute of Commercial Management  
2018 Tourism and Business Studies

## • Work Experiences

2017 - AA Car Rental Co. W.L.L  
2020 Sales Executive  
**Responsibilities:** Maintained an in-depth knowledge of car rental rates, terms and conditions; Assisted company tax department with tax calculations; Performed daily tax and banking duties such as accounts and deposits; Ensured all sales inquiries are answered in a prompt, courteous, helpful and professional manner and took advantage of all selling opportunities.

2017 - Olouf Travel and Tours  
2017 Travel Operator (Intern)  
**Responsibilities:** Made arrangements for tours, including but not limited to tourist attractions, transport, and car rentals. Prepared statements of accounts, invoice. Advised current and prospective clients about destination options including pros and cons of each. Proactively engaged with customer service at all times.

2016 Formula 1 (Bahrain Grand Prix)  
& Sales Assistant  
**Responsibilities:** Managed and oversaw events, welcoming guests. Created sales opportunities for future events during liaisons, possessing a strong working knowledge of the company to further these sales opportunities