

Portfolio

**MARK  
CHRISTIAN  
OBILLO VALDEZ**



## CONTACT

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## SKILLS

- Languages  
Tagalog- Native  
English- Fluent  
Thai- Basic
- Computer  
Microsoft package  
Opera (Hotel)  
Micros (Restaurant)  
Adobe Photoshop  
ERP
- "Care for the Business" awardee, Plaza  
Athenee Bangkok, July  
2017
- Resource speaker at  
Philippine Chen Kuang  
high school, February  
2019, San Juan, PH
- Highly skilled in cus-  
tomer service and  
public relation
- International Business  
development, proposal,  
presentation, price ne-  
gotiation and closing  
sales



## OBJECTIVE

To obtain a position in the business development where I can maximize my management skills, quality assurance, and to be an expert to maintain productive and goal-oriented environment.

## PERSONAL INFORMATION

AGE: 27  
BIRTHDATE: July 9, 1992  
CITIZENSHIP: Filipino  
HEIGHT: 170 cm  
WEIGHT: 70 kls.  
RELIGION: Christianity

## EDUCATIONAL BACKGROUND

### WESLEYAN UNIVERSITY OF THE PHILIPPINES

Bachelor of Science in Hotel and Restaurant Management  
Graduated 2013

### RESOURCE WORLD COLLEGE

Vocational course in Bartending  
Graduated 2014

## TRAININGS AND SEMINAR

- **2011- On-the-job Training**  
Deluxe Hotel and Seafood Restaurant, Cabanatuan City, Philippines
- **2014- Apprenticeship by Experience**  
Superferry ship, Cagayan de Oro-Manila, Philippines
- **2009- State of Tourism and Education and it's role to Industry AND SEMINAR**, Baguio City, Philippines  
Baguio Country Club, Baguio City, Philippines
- **2011- Hotel Familiarization and operation lecture**  
Crown Regency Mactan, Cebu City, Philippines
- **2011- Bar Exposure Program**  
T.G.I Friday's Robinson Place, Manila, Philippines



## PROFESSIONAL - EXPERIENCE

### **Assistant to C.E.O- PHUTHAI MEDIA JSC, Hanoi, Vietnam**

**August 2019-present**

- Provides high-level, confidential administrative support to the office of the CEO
- Build English training program to the C.E.O and staff to improve communicative English skill
- Coordinate and liaise with foreign media companies to look for business cooperation and expansion.

### **Consultant- International Business Development BANGKOK UNIVERSITY August 2018- present**

- Expand the university by frequent travelling overseas targeting the ASEAN market and seek new business opportunities.
- Present, propose, negotiate and close deals to school owner/director, travel/ study abroad agencies and corporate companies in the target countries to support the recruitment and KPI.
- Develop, design and produce promotional materials for both online and offline communication.
- Attend and present Bangkok University to different events overseas such as education fair, school activities, and trade shows.

### **Sales and Business Development Executive FLORAL MANUFACTURING GROUP CO. LTD. (Hotel amenities supplier) August 2017-March 2018, Bangkok, Thailand**

- Maintain and develop existing Hotel accounts 42 existing hotel clients in Bangkok area
- Prepare pricing (PO), confirm delivery date by tracking order in the ERP system, answer customer queries via phone, email and sales visit
- Business development, product proposal to new potential hotel clients mainly with GM and Executive
- Aiming to achieve monthly and yearly target by selling new products or upselling existing products

### **Food and Beverage Service Attendant THE ATHENEE HOTEL BANGKOK, A LUXURY COLLECTION HOTEL August 2016- August 2017, Bangkok, Thailand**

- Meet and escort arriving VIP guests to the restaurant ensuring their needs are met by maintaining regular contact to make sure high standard of professionalism at all times
- Prepare, serve and mix beverages (alcoholic and non-alcoholic) according to guest preference
- Increase sales and profit while promoting the business at all times

### **Instructor SIAM BUSINESS ADMINISTRATION COLLEGE July 2015- July 2016, Bangkok,Thailand**

- Teach English subjects to wide range of students ages 15-21, 21 periods per week
- Prepare, set test, examination papers and exercises
- Organize and get involve in social and cultural activities such as sports, competitions, school parties and excursions

### **Banquet and Event Services Makati Shangri-la Hotel May- September 2014, Makati City, Philippines**

- Execute, set-up, clean up, maintenance and breakdown of all banquets, weddings, meetings and events
- Assists the special events coordinator in setting up, implementing special events
- Deliver outstanding guest service in accordance with the established standards.