



Angelea Frances Villapaña Canlas

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Present Address:

199 Bayanihan Street Brgy. San Bartolome, Concepcion,
Tarlac 2316, Tarlac, Philippines

Basic Information

Age 27	Birth Date Jan 21, 1996	Gender Female	Civil Status Single
Height (cm) 152	Weight (kg) 63	Nationality Filipino	Religion Christianity - Catholic

Work Experience

I have been working for 6.18 years

Jan 2021 - PRESENT
(2 Years, 4 Months)

Clinic Receptionist/Branch Manager

Dermacare Concepcion Tarlac Branch
Beauty / Fitness
Minane Street Concepcion, Tarlac

- Cashier
- Handling phone schedules and page inquiry.
- Monitoring
- Ordering Clinic stocks
- Always make sure customer satisfaction
- Handling customer concerns or suggestions.
- Daily update of Cash reports, bank payments and other online payment transactions.
- Handling safety procedure during treatment.
- Payroll
- Monthly and Yearly Sales Reports.

Aug 2019 - Sep 2020
(1 Year, 1 Month)

Insurance Claims Coordinator

Hyundai Pampanga Inc. Tarlac Branch
Automobile / Vehicle
Mcarthur Highway San Sebastian, Tarlac City

- Processing Insurance Claims requirements.
- Processing cheque payment of outsides insurance.
- Updating clients and Insurance regarding the status of the claim/unit.
- Processing releasing docs of the assured unit whether in-house and outside insurance.
- Receiving customer concern and Inquiry.
- Monitoring Daily and Monthly Labor Sales.

Sep 2016 - Apr 2019
(2 Years, 7 Months)

Hotel Receptionist

Kokomos Suites Hotel
Hotel / Hospitality
143 Narciso Street Malabanias, Angeles City

- Cashier.
- Addressed, resolved or escalated issues to management.
- Answering Room inquiries whether Email, Phone ,or other reservation sites.
- Oversee inventory activities, including materials monitoring, ordering or requisition and supply stocking or re-stocking,
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate management instruction
- Monitored and screened visitors to verify accessibility to inter-office personnel.
- Always make sure to give customer satisfaction during their stay.

Educational Attainment

Jun 2012 - Mar 2016

Our Lady Of Fatima University

Bachelor's / College Degree
Bachelor of Science in Tourism Management

Jun 2008 - Mar 2012

Concepcion Catholic School

High School Diploma

Licenses / Certifications

Aug 20, 2022

PEOS

DMW-PEOS-0001354481-PS

Government Documents

Passport

ID Number: P3838789C

Place of Issue: DFA MANILA

Date of Expiration: Apr 12, 2033

NBI Clearance

ID Number: C542AAUS69-MT744290

Date of Expiration: Dec 09, 2023

Trainings / Seminars

Dec 01, 2015 - Dec 01, 2015

AVSEC Awareness Seminar: Airport Security Quality Control Office (ASQCO)

Jonnel A. Gaviola

Clark International Airport

Mar 30, 2015 - Apr 01, 2015

Global Distribution System: Amadeus in Focus

N/A

Our Lady Fatima University

May 17, 2014 - May 17, 2014

Costumer Delight

Marlene D. Jante

Meridian Maritime Training Center

Oct 07, 2013 - Oct 07, 2013

Hotel and Restaurant Hotel Policies and Responsibilities

NA

Pan Pacific Hotel Manila

Skills

Ms word | Ms Power point | Excel | ? Fluent in English ? Team Leadership ? Critical Thinker ? Diligent ? Knowledgeable in Hotel Reservations

Languages

English | Basic French | Tagalog

Character References

Mr. Rommel Bulacso

Workshop Supervisor

Hyundai Tarlac Inc. Tarlac Branch

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Ms. Ryann Nucup

Claim Warranty

Hyundai Tarlac

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