

MA. KAREN R. MANTILLAS

**Address:**

062 Sabang Dasmariñas City,
Cavite

Mobile Number:

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[m](#)

OBJECTIVES

To gain more experience that will enhance my abilities and efficiently develop my knowledge through exposure, show my capabilities that are needed in pursuing the goal of the company for its further success.

EDUCATIONAL BACKGROUND

Bachelor of Science in Foreign Service

Lyceum of the Philippines University
Manggahan, General Trias, Cavite
2008-2012

Secondary Education

Holy Child Jesus Montessori
Gate 1 Villa Catalina, Brgy. San Agustin III
Dasmariñas City, Cavite
2004-2008

Elementary Education

Sabang Elementary School
Brgy. Sabang Dasmariñas City, Cavite
1997-2004

JOB EXPERIENCE

1. Worked as a private tutor.
2. Call Center Agent
EGS Philippines
Mezza Residences, Sta.
Mesa Quezon City,
(August-December 2012)
3. Front desk Receptionist/ Cashier
Qubo Qabana Resort
Gov. Drive, Langkaan I,
Dasmariñas City, Cavite
(January 2013- 2016)
4. Hotel and Resort Supervisor
Qubo Qabana Resort
Gov. Drive, Langkaan I,
Dasmariñas City, Cavite
(2016- March 2020)

PERSONAL INFORMATION

Age: 29
Birthday: July 29, 1991
Birthday Place: Malagasang II,
Imus Cavite
Gender: Female
Civil Status: Single
Height: 5'5
Weight: 55 kg
Religion: Born Again Christian

Nationality: Filipino

**Contact Person In Case of
Emergency:** Nida R. Mantillas
0932-781-2617

CHARACTER REFERENCES

Mr. Francisco Y. Pacifico
Coordinator, Bachelor of Science
in Foreign Service
Lyceum of the Philippines
University, Cavite

Ms. Imee estacio
Accounting clerk
Qubo Qabana Resort
0997-371-4888
(046) 402-0069

Ms. Editha Maling
Operations Manager
Qubo Qabana Resort
0918-944-2848

SKILLS

- ☑ Communication Skills (English, Spanish, Nihongo and Filipino)
- ☑ Computer Literate (MS Word, Excel and PowerPoint)
- ☑ Physically fit and of good moral character, persuasive and eager to know, goal and quality oriented
- ☑ Knowledge in POS

SEMINARS ATTENDED

1. Participated in the **United Nation Seminar** covering various topics about United Nation Development Programme (UNDP) Bangkok, Thailand (April 1, 2011)
2. **Orientation and Career Development Program** –Lyceum of the Philippines University Cavite Campus (June 19, 2011)
3. Participated in the **Youth Leadership Program** in the Lyceum of the Philippines University Cavite Campus. (March 25, 2011)
4. Participated in the Seminar on **Diplomatic Protocol and Social Graces.** (February 11, 2011)

I hereby certify that the above information are true and correct to my knowledge, belief, and ability.

MA. KAREN R. MANTILLAS