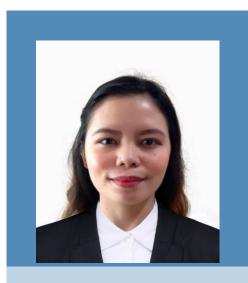
## MA. KAREN R. MANTILLAS



### Address:

062 Sabang Dasmariñas City, Cavite

#### **Mobile Number:**

+63933-248-2211 (sun) +63961-7248-070 (smart)

#### E-mail Address: karenmantillas14@yahoo.com/ karenmantillas29000@gmail.co

<u>m</u>

#### **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

ier 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 Caivite

**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