**MARIA YSABEL FRANCESCA MANALO CONTRERAS**

18 Molave Street Evergreen Executive Village, Antipolo City

Email Address: [ysa.contreras@ymail.com](mailto:ysa.contreras@ymail.com)

09169145183

(Currently living in CEBU CITY)

**OBJECTIVE**

Looking for a challenging role so that I can use my capabilities through sincerely dedication

And hard work to move up the graph of organization.

**SKILLS**

* Knowledge in PC
* Computer literate
* Can speak English (oral and written)
* Writing properly
* Speaking effectively
* Getting organized
* Getting interested in people
* Confidence
* How to interact with people
* Wording your texts in a logical, clear and succinct manner
* Basic marketing skills
* Communicating with people
* Skilled in maintaining and developing professional relationships with clients

**EDUCATIONAL BACKGROUND**

TERTIARY : Bachelor of Science in Business Administration

Major in Marketing Management

College of San Benildo – Rizal

(College level)

SECONDARY : Antipolo Lady of Lourdes School

PRIMARY : Juan Sumulong Elementary School

Lady of Rosary School

**SEMINARS ATTENDED**

* 2012 Marketing Revelation:

Paving the road to success

* 2013 Airline Seminar/Promotion:

Airasia Zest

**TRAININGS ATTENDED**

* Al Jahra Travel (Agency)

January 2013

Travel and Tourism Training

Airline and Airport Management, Fares and Ticketing, Sales and Marketing

**WORK EXPERIENCE**

* SME Business Solution

Sales Representative

January 2012 – July 2012

**Updating** customer databases, **Conducting** market research, **Meeting** sales targets, **Promoting** new products, **Reporting** sales trends, **Recording** orders, **Monitoring** competitor activity, **Evaluating** marketing campaigns and other sales works.

* AL JAHRA TRAVEL (Agency)

Travel Consultant

January 2013 – November 2013

Arranging flights, insurance and accommodation, Using a booking system to secure holidays, Collecting and processing payments, Advising clients on travel arrangements, e.g. visas and passports, Sending out tickets to clients, Keeping clients up to date with any changes, Dealing with complaints or refunds (not one of the perks, but someone's got to do it) and many more that is related to travel world.

* Aegis People Support – Cebu

Email Representative

January 2014 – February 2014

(ONE MONTH SEASONAL CONTRACT)

**PERSONAL DETAILS**

DATE OF BIRTH : February 13, 1993

HEIGHT : 5’2”

WEIGHT : 90 lbs.

CIVIL STATUS : Single

RELIGION : Roman Catholic

**REFERENCES**

AVAILABLE UPON REQUEST