



MARIA CONSUELO GARILAO


ADMIN ASSOCIATE

CONTACT




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 @maconricafort

 5513328390

SKILLS


-  Customer Service
-  MS Office Applications
(Word, Excel, Powerpoint, Outlook)
-  Event Management

EDUCATION

 Full Stack Web Development
Start on June 2022

 BS Tourism Management
Centro Escolar University
Manila, Philippines
Jun 2009 - Mar 2013

RECOGNITIONS RECEIVED

 Outstanding Junior Employee
recipient 2013. Travel Specialist
Ventures

 Top Seller - Leads Group,
Hizon's Catering

WORK EXPERIENCE

Membership Associate

Broken Sound Club | Mar 2022 - May 2022
Boca Raton, Florida, USA

- Assists Membership Department with paper works
- Scanning and sorting documents
- Front desk task as needed

Food Server

Broken Sound Club | Jan 2022 - Feb 2022
Boca Raton, Florida, USA

- Sets up and organizes the Pool Bistro
- Takes order and ensures correct food is served and guarantees members' satisfaction

Admin Assistant and Receptionist

Nass Scafform Services | Sep 2017 - Aug 2021
Abu Dhabi, UAE

- Receives guests, documents, phone inquiries and responds to emails of clients
- Prepares quotations, tenders and pre-qualification documents
- Coordinates with clients and site supervisors for applying passes
- Coordinates with PRO for creating employee files
- Makes memos and letters
- Filing of documents

Banquet Sales Executive

Hizon's Catering | Oct 2014 - Aug 2016
Quezon City, Philippines

- Working out on potential clients
- Creating customizable packages suitable to clients' needs
- Responding to phone and email inquiries
- Contributing in increasing the sales of the group

Accounting Staff

Travel Specialist Ventures | Apr 2013 - May 2014
Quezon City, Philippines

- Responsible for the daily cash flow of the company
- In-charge of the accounts payable and receivable
- Secures the money and deposits in the bank
- Doing reservation jobs as needed