



**DAWN RONERRY P. TANILON**

Cabugao, Ilocos Sur 2732

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**OBJECTIVES**

- To obtain a position as Executive Assistant, Front Office, Human Resource, Business Franchise Consultant, Travel and Visa Consultant, Social Media Handler, or Guest Relation Officer.
- To apply for a job position where I can contribute my experience in managerial, customer- relation, human resource and be able to add worth to the organization.
- To create a positive multi-tasking ability, interpersonal skills and good attitude on Hospitality and Tourism Industry and Government Sector.

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**SUMMARY OF QUALIFICATIONS**

- Trained as a Student – Leader.
- Managed and handled 60+ In-House Employees, and 200 Outsourced Employees.
- Responsible and disciplined person who works passionately.
- Part of the Management Team. Flexible, and has the ability to multi-task
- Pleasing Personality, still smiles despite of loaded work.
- Good ability to function well in a high stress atmosphere.
- Very Punctual and Dedicated to work.

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**EDUCATIONAL BACKGROUND**

**Post Graduate School:**

Masters in Public Administration, Major in Governmental Administration  
University of the Northern Philippines – College of Public Administration  
September 2020 - Present

**College:**

Bachelor of Science in Hotel and Restaurant Management  
University of Santo Tomas – College of Tourism and Hospitality Management

June 2009 – April 2013

- Class Vice President A.Y 2009 -2010
- Class President, A.Y 2010 – 2013
- Student Council Auditor, College of Tourism and Hospitality Management 2012 – 2013
- Assistant Secretary, Hotel and Restaurant Management Society 2011 – 2012
- Overall Student-in-Charge, Barista tour 2010 – 2011
- Overall Student-in-Charge, Restaurant Tour 2010-2011
- Overall Student-in-Charge, UST Quadricentennial Dinner Celebration

**High School:****St. Mary's Academy – Pasay**

June 2005 – 2009

- Class President, S.Y 2006-2009
- Loyalty Awardee
- Department Awardee
- Active member, Youth for Christ
- Team Captain, St. Mary's Academy – Pasay, Table Tennis

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**ENTREPRENEUR JOURNEY**

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- Owner / Managing Director, Ron and Christma Business Ventures Co. - Overdose Café & Pub, January 2019 – Present
- Accredited Franchise Business Consultant & Broker, iFranchise Business Services Corp, Aug 2017 – Present
- Owner / General Manager, Café Tribu – Ortigas Ave. Extension, November 2016 – December 2018

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**WORK EXPERIENCE**

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- Data Encoder, Social Media Handler, Municipality of Cabugao - Mayor's Office, April 1, 2020 - Present
- System Administrator, Municipality of Cabugao - Tourism Office, February 7 - March 31, 2020
- Managing Partner, BIGstart Travel and Visa Corporation, October 2019 – January 2020
- Documentation Head – Political Campaign of Mayor Edgardo S. Cobangbang, Municipality of Cabugao, Ilocos Sur, March 2019 – May 2019
- Executive Assistant of Senator Gordon, 17<sup>th</sup> Congress, Republic of Senate of the Philippines
- HR & Payroll Assistant / Assistant – General Manager, Pacific Plaza Towers, June 2015 – July 2016
- Head Coach, University of Santo Tomas – College of Tourism and Hospitality Management Women's Basketball, Academic Year 2014 – 2015
- Front Desk / Admin Assistant – HR, Pacific Plaza Towers, June 2013 – June 2015
- Completed 720 hours On-The-Job Training in the Front Office- Executive Lounge Department, Marriott Manila Hotel
- Event Organizer – Executive Official, Auditor, “PASAPORTE: An All-Access Pass to Transit Cuisines”, University of Santo Tomas, College of Tourism and Hospitality Management
- International Tour – Overall Student-in-Charge, entitled “Be Hypnotized: Explore Nature, Enjoy the Adventure, Experience Culture.
- Organized a Business Administration event as the Vice Chairperson, entitled “USTe @400: Experience CTHM
- Served at Chef Laudico, Keratessa Event, Fort Bonifacio, Global City, June 02, 2011
- Assistant Chef, Center for Culinary Arts (CCA), Young Chefs Academy, May 23-27, 2011
- Summer Job, Tanawin Bay Resort, Puerto Galera, Server / Housekeeping / Management/, April 2008

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**ACHIEVEMENTS**

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- Excellence in Hospitality Internship (Marriott Manila Hotel) University of Santo Tomas – College of Tourism and Hospitality Management October 2012.
- Best Thesis Poster for the research paper entitled “An Assessment on the Employment Integration of Persons with Disabilities in the Hospitality Industry.” University of Santo Tomas – College of Tourism and Hospitality Management February 2013
- Paper Accepted in University of de Macau, Invited for thesis paper presentation. May 21-23, 2013
- Leadership Awardee, University of Santo Tomas - College of Tourism and Hospitality Management, April 3, 2013.
- Special Awardee, University of Santo Tomas - College of Tourism and Hospitality Management, April 3, 2013.

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## **SEMINARS AND WORKSHOPS**

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- ASPAP Webinar Series: **“Ways Forward: Governance and Public Sector Reforms of State Enterprises and PPP in the Philippines”**, December 11, 2020
- Public Policy Analysis as a Major Field in the Philippine PA/G Education: **“Recent Development and Challenges in its Instruction and Research”**, October 30, 2020
- Leadership Training Seminar entitled **“TRANSLATE: DEFINE, REFINE, DIGNIFY”** July 22-24, 2011, Laguna
- Leadership Training Seminar entitled **“The 36<sup>th</sup> SOCC LTS: “TRIA HAEC: FAITH, HOPE, AND LOVE. THE SOUL OF LEADERSHIP”** Calaruega, Batangas.
- **“Barista Tour”**, T.G.I Friday’s Galleria, August 20, 2010.
- **“Restaurant Tour”**, T.G.I Friday’s Galleria, August 20, 2010.
- **“Coffee Concoctions”**, Gloria Jean’s Coffee, Level 2 East Wing Main Entrance, Robinsons Galleria, Quezon City, August 20, 2010.
- **“The Barista Basics”**, Gloria Jean’s Coffee, Level 2 East Wing Main Entrance, Robinsons Galleria, Quezon City, August 20, 2010.
- **Guidance Week:** Seminar on, **“The Language of the Heart (Non – Adversarial Communication)”**, CTHM – MFR II, September 7, 2011.
- **Global Destination Module: Tourism Authority of Thailand**, Bangkok, September 16, 2011
- **Manila Food and Beverage Exposition**, World Trade Center, Metro Manila, June 18, 2011
- Leader Training Seminar entitled **“SERVE-VIVE: Surviving Challenges Leading with a Zeal to Serve”** July 9-11, 2010, Rizal Recreation Center, San Pablo, Laguna
- **Thai Cooking Course at the Chiang Mai Thai Cookery School with Chef Sompon Nabnian**, September 5, 2011, Chiang Mai, Thailand

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## **ORGANIZATION AFFILIATION**

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- Head Coach, University of Santo Tomas – College of Tourism and Hospitality Management Women’s Basketball 2014 – 2015
- Team Co-Captain, CTHM Women’s Football, A.Y 2012 – 2013
- Auditor, Student Council, College of Tourism and Hospitality Management 2012 – 2013
- Assistant Secretary, Hotel and Restaurant Management Society 2011 – 2012
- CTHM Women’s Basketball, A.Y 2009 – 2013
- CTHM Women’s Football, A.Y 2010 – 2013
- Member, Tiger Flair Club, A.Y 2010 – 2013
- Member, Hotel and Restaurant Management Society A.Y 2009 – 2013
- Member, Council of National Federation of HRM Students

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## **SKILLS AND COMPETENCIES**

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- Working knowledge in Computer Reservation System: Micros Opera
- Knowledgeable in using Biometrics System: Mustard Seed
- Knowledgeable in using EPRS: Phil health System
- Knowledgeable in using R3 AND LMS Diskette for SSS system
- Proficient in Computer Application: Word, Excel, Movie Maker and PowerPoint
- Can communicate fluently in English and Filipino
- Remarkable ability to understand and follow safety procedures
- Basic Bartending Skills
- Can speak and understand basic French
- Strong written and verbal communication skills

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**PERSONAL INFORMATION**

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- Age: 27 yrs. Old.
- Height: 5'2"
- Weight: 95lbs.
- Date of Birth: July 17, 1993
- Citizenship: Filipino

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**CHARACTER REFERENCES**

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- **Ms. Stephanie Castro**  
*Supervisor, Front Office – Executive Level, Marriott Manila Hotel*  
09176213105
- **Ms. Minda Barlis**  
*General Manager, Pacific Plaza Towers 2015 - 2016*
- **Ms. Faye Lim Ramos**  
*HR Manager, Pacific Plaza Towers*  
09178823023
- **Sen. Richard J. Gordon**  
*Senator, Republic of Senate of the Philippines*
- **Hon. Edgardo S. Cobangbang**  
*Mayor, Municipality of Cabugao*