

## **DIANE ERICA S. GONZALES**

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+63998-919-8226

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### **OBJECTIVE:**

Obtain a position that will enable me to use my strong communication skills, sales & marketing background and to join a company that will offer a constructive workplace for communicating and interacting with people.

### **SKILLS:**

- Extensive experience in public relations.
- Good oral and written communication skills.
- Manage change and adapt to latest situations.
- Demonstration and presentation skills.
- Decision making skills.
- Operate successfully under minimal management.
- Adapt new techniques to make strategy.
- Proficient in most office computer functions, office equipment and IT related issues.

### **WORKING EXPERIENCE:**

#### **RECEPTIONIST/NIGHT AUDITOR**

Hurtigruten/MS Fridtjof Nansen

January 07, 2020 – September 26, 2020

#### **RECEPTIONIST/SHOP ASSISTANT**

Hurtigruten/MS Spitsbergen

May 14, 2018 – September 3, 2018

#### **STEWARD**

Siem Offshore/Siddis Mariner

December 19, 2017 – April 11, 2018

#### **RECEPTIONIST/SHOP ASSISTANT**

Hurtigruten/MS Spitsbergen

June 12, 2017 – September 5, 2017

#### **ASSISTANT CONCIERGE**

SeaDream Yacht Club M/Y SeaDream I

November 27, 2014 – November 5, 2016

#### **FRONT DESK RECEPTIONIST/NIGHT AUDITOR**

Voyages to Antiquity MV Aegean Odyssey

April 16 – November 22, 2014

**3rd PURSER/STEWARDESS**

SeaDream Yacht Club

July 17, 2012 – September 07, 2013

**SMART BRO BRAND AMBASSADOR**

Smart Communications Inc.

April – June 2012

**ACTIVITY CENTRE STAFF/RECEPTIONIST**

Star Cruises M/V Super Star Virgo

March 23, 2011-February 24, 2012

**RESTAURANT MARKETING COORDINATOR/ FOOD SERVER**

Shakey's Fun, Family, Pizza

August – December 2010

**ANLENE BRAND AMBASSADOR**

Fonterra

May – June 2010

**CLERK** (Summer Job)

Municipality of Plaridel

May 2009

**SERVICE CREW** (Summer Job)

Jollibee Foods Corporation

May 2007

**EDUCATIONAL ATTAINMENT:**

**Course:** BS Hotel & Restaurant Management

**Tertiary:** Bulacan State University (BulSU)

Malolos City Graduated SY 2006-2010

**Secondary:** Guiguinto National Vocational High School

Guiguinto, Bulacan Graduated SY 2002-2006

**Primary:** Plaridel Elementary School (PES)

Poblacion Plaridel, Bulacan Graduated SY 1996-2002

**CHARACTER REFERENCE:**

References will be provided upon request.

I hereby attest that the above information are true and correct to the best of my knowledge and belief.