



Kathleen Haniel

Profile

Motivated to work in a reputable organization where my knowledge and skills will be useful and develop as well; to ensure customer satisfaction by achieving delivery of service quality through interaction with clients, prompt handling of guest requests, and complaint resolution, contributing to the success of the company and seeking out professional development.

Experience

March 2020–Present

Data Management Specialist • Reed Elsevier Philippines

December 2018–January 2019

Intern • Food & Beverage; Housekeeping Department • Icon Hotel Timog

April 2017–June 2017

Intern • Dining Assistant • Serye Café Filipino

Responsible for obtaining new contact and verifying existing contact; ensures the progress and healthy in the database and maintaining accurate and updated data in the database.

Education

Polytechnic University of the Philippines, Sta. Mesa Manila

Bachelor of Science in Hospitality Management

Skills

Management
Communication
Leadership
Customer Service
Time Management

References

[Available upon request.]



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