



# MA. CHRYS SANDRA J. GELLACO

*BS Tourism Management*

## PROFILE

I am a graduate of Bachelor of Science in Tourism Management at Far Eastern University Manila.

## CAREER OBJECTIVES

To be part of your prestigious company in any field of works and to obtain a position with an opportunity to utilize valuable experience related to my program course. Furthermore, to enhance my skills and abilities more in order to contribute for the advancement of the company.

## EDUCATION

2014-2018

FAR EASTERN UNIVERSITY - MANILA  
(Bachelor of Science Tourism  
Management)

2010-2014

CARITAS DON BOSCO SCHOOL -  
BINAN LAGUNA  
(Secondary Education)

## SKILLS

Multitasker, Basic Amadeus System Knowledge, MS Offices, Communication Skills, Leadership, English Proficient, Production Experience, Customer Service, Food & Beverage, Sales and Marketing

## LANGUAGES

English, Filipino

## CONTACT

09954663671

gellacokeesha@gmail.com

Narra St., Labrador Subd.,  
Tulaybato, San Antonio,  
Binan, Laguna

## PERSONAL INFORMATION

Birthdate: August 31,1997  
Nationality: Filipino  
Weight: 46kg  
Age: 24  
Civil Status: Single

## AFFILIATION

2014-2017 Soprano 2 at FEU Chorale  
2016-2017 Custodian Officer at FEU Chorale  
2017 Production Staff/Choir Handler (Musica Feuropa 9)  
2016 Production Staff/Choir Handler (Musica Feuropa 8)

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## **S E M I N A R S / C E R T I F I C A T E S**

**2014** -Participant, Ferry and Hotel Familiarization and Historical Tour-Corregidor Island

**2017**- Top 20 Research Colloquium “Envisioning Sustainability, Innovation and Urban Development through Hospitality and Tourism Research”

**2017** - 1st runner up in Turismolympics 2017 “Leading the Path of Excellence Through Practice and Conveyance of Cognition and Managerial Skills”

**2017** - Participant/Organizer, “Gearing towards 2030 Agenda for Sustainable Development”

**2017** - Organizer, “Parthenon: Industry and Partners Appreciation Night”

**2020** - Leadership and Supervision Development Virtual Training Course

**2021** - 8- Hour Mandatory OSH Seminar for Workers

**2021** - Telephone Etiquette

## **E X P E R I E N C E S**

### **Crew Member/Game Operator (OJT)**

**May 2017 - August 2017**

(Summer Work and Travel Program) Premier Amusements

DBA Family Kingdom

300 S Ocean Blvd., Myrtle Beach, South Carolina, 29577, USA

- Induces customers to participate in games at booths in the park.
- Operate the game and interact with customers.
- Speaking on the microphone non-stop just to persuade people to play the game.
- Receiving of truck deliveries of toy prizes for the park.
- Training newly hired employees.

### **Sales Associate**

**June 2017 - August 2017**

Pacific Beachwear Store

511 South Kings Hwy, Myrtle Beach, South Carolina, 29577, USA

- Working closely with customers and determining their needs, answer their questions about the products and recommend the right solutions.
  - Ensuring high levels of customer satisfaction through excellent sales service.
  - Welcome customers to the store.
  - Maintain in-stock and presentable condition assigned areas.
  - Cleanliness of the store.
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## **Telephone Operator/Front Desk**

**February 2019 - May 2019**

The Baron Travel Corporation

3/f PCCI Corporate Center, 118 L.P Leviste St. Salcedo Village,  
Makati City

- Answers Incoming Calls.
- Directs call to staff or departments through the switchboard.
- Receiving Documents.
- Information & Queries.
- Admin jobs from HR. Computation of hours and attendance.

## **Club Lounge Attendant**

**August 2019 - November 2020**

Seda Hotel Nuvali

Lakeside Evozone, Nuvali, Sta.Rosa City, Laguna, Philippines

- Assists VIP guests of the hotel.
- Maintain proper housekeeping and cleanliness of the area.
- Inventory of Stocks.
- Setting-Up Buffet Tables for Breakfast, Teatime and Cocktail.
- Training Newly hired attendant.
- Greeting Guests.
- Providing good customer service.
- HACCP. (Hazard Analysis Critical Control Point)
- Food Handling.

## **Food and Beverage Associate**

**June 2019 - November 2020**

Seda Hotel Nuvali

Lakeside Evozone, Nuvali, Sta.Rosa City, Laguna, Philippines

- Greeting Guests.
  - Providing good customer service.
  - HACCP. (Hazard Analysis Critical Control Point)
  - Food Handling.
  - Handling Restaurants Reservations.
  - Serving Breakfast Buffet, Ala Carte Dine-ins and etc.
  - Identify customers needs and respond proactively to all of their concerns.
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## **Receptionist**

**November 16, 2020 - Present**

Dyson

Aeon Bldg., Alabang Zapote Rd., corner Bridgeway, Alabang,  
Muntinlupa City

- Aside from being a Receptionist at Dyson Alabang Site, I am also supervising facilities management such as, but not limited to the following:
  - 1.) Housekeeping
  - 2.) Repairs & Maintenance
  - 3.) Vehicle and Driver Management
  - 4.) Supplies Monitoring
  - 5.) Other Admin Services

## **C H A R A C T E R   R E F E R E N C E S**

### **Mr. Marc Cardonell**

Manager, Premier Amusements  
(973) 573 9138

### **Mr. Rick Sayre**

Manager, Pacific Beachwear Store  
(843) 222 8600

### **Ms. Ivy Magadia**

F&B Service Supervisor, Seda Hotel Nuvali  
0917 329 5368

### **Ms. Jelly Dalagon**

Assistant Facility Manager, ISS Facilities  
(Dyson)  
0927 462 1248

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