

# Rhea Mae Nazareno

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🏠 13 Navy road Street South Signal Village Taguig, Metro Manila



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## Career Objective

To succeed in an environment of growth and excellent and earn a job which provides me job satisfactory and self-development and help me achieve personal as well as organization goals.

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## Highlights

- Reception Attendant
  - Sales Executive
  - Marketing
  - Inventory Clerk
  - Cashier
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## Skills

- Assistant Experience
  - Attentive
  - Excellent Time Management
  - Excellent Written and Verbal Communication skills
  - Computer Literate Proficiency in MS Office, Excel and PowerPoint
  - Strong organizational and planning skills
  - Customer Service
  - Excellent Selling & Promoting skills
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## Work Experience

### **Reservations Manager**

May 2020 – Present    Merjj Reservations Services( TRAVEL CONSULTANCY) Ortigas, Pasig,

- Responsible of reservations for local and international tours
- Demonstrate and provide information on promoted products/destinations
- Responsible for recording company/travel agents rates both in system correspondence file
- Follow up tentative bookings and update reservations status
- Maintain cordial relations with commercial clients
- Assisting Outbound and inbound calls



**PRIMARY:** Silangan Elementary School  
Taguig City  
1999 – 2005

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## Personal Data

**Nationality:** Filipino  
**Marital Status:** Single  
**DOB:** Dec. 22, 1992  
**Language:** Tagalog / English

**Character Reference:** Available upon request

I hereby certify that the above mentioned information are true and correct to my knowledge and belief.