



Basic Information

Name: Nadela, Marie Jobelle M.

Date of Birth: 21 August 1984

Gender: Female

Tel (Mobile): +639174111298

Email: mjnadela08@gmail.com

Status: Single

Permanent Address: 522-A C. Padilla Street, Brgy. Duljo-Fatima, Cebu City,

Highest Level of Academic Qualification

Level: 3rd Year

Field of Study: AB-Mass Communication

Institution Name: University of San Jose Recoletos

Educational Background

2001-2005 **University of San Jose Recoletos**

AB- Mass Communication

1997-2001

Cebu City Don Carlos A. Gothong Memorial National High School

Employment History

Company Name : **The Henry Hotel Cebu City**

Position Title : Front Office Associate
Department : Front Office Dept.
Date Joined : November 2013
Date End : August 31, 2022

Company Name : **The House of Cebu Hotel (Paseo One Restaurant)**

Position Title : Waitress/Cashier
Department : Food and Beverage Dept.
Date Joined : January 2012
Date Left : November 2013

Company Name : **Tinder Box Cebu City**

Position Title : Waitress/Receptionist
Department : Food and Beverage Dept.
Date Joined : August 2011
Date Left : January 2012

Company Name : **Le Meridien Hotel Kuala Lumpur (Malaysia)**

Position Title : Waitress/Receptionist
Department : Food and Beverage Dept.
Date Joined : October 2010
Date Left : January 2011

Company Name : **Melium Group Company (Malaysia)**
(retailing international luxury fashion and lifestyle brands)

Position Title : Sales Attendant/Cashier
Date Joined : June 2010
Date Left : October 2010
Reason for Leaving : New Job

Company Name : **Sheraton Hotel Kuala Lumpur (Malaysia)**

Position Title : Waitress/ Hostess/ Cashier
Department : F&B Dept. Villa Danielli (Italian Restaurant)
Date Joined : June 2008
Date Left : June 2010
Reason for Leaving : End Contract

Company Name : **Cebu City Marriott Hotel**

Position Title : Waitress/Receptionist

Department : Food and Beverage Dept.
Date Joined : June 2005
Date Left : June 2008
Reason for Leaving : New Job

Company Name : ACE Promotion Inc. (Nestle Co.)
Position Title : Promo Attendant
Date Joined : April 2005
Date Left : June 2005
Reason for Leaving : New Job

MISCELLANEOUS

Career Objective To pursue opportunity which will allow me to work professionally, while making use of my skills and knowledge in customer service and to represent your company's aim to build good customer relationship resulting in customer satisfaction, loyalty and increase in sales.

Interpersonal Skills
Have pleasant personality with positive working attitude.
Wide experience in Customer Service
Ability to work under minimal supervision and a team player.
Sense of responsibility, hardworking, reliable and a dedicated employee.
Quick learner and able to handle multiple assignments.

Languages

No.	Language	Spoken	Written
1.	Cebuano/Tagalog	Excellent	Excellent
2.	English	Excellent	Good
3.	Bahasa Malaysia		

Skills

Skill	Proficiency
Computer	Excellent in Microsoft Office (Word, Excel, Power Point) and Internet surfing