

GLIEH PAMITTAN PADILLA

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EDUCATIONAL BACKGROUND

March 2007	Bachelor of Science in Hotel and Restaurant Management (BS HRM) and Bachelor of Science in Tourism Management (BSTM) Saint Paul University Philippines
March 2003	High School: Lyceum of Tuao Centro 02, Tuao, Cagayan 3528

WORK EXPERIENCES

March 2016 – Present	Senior Marketing Manager Mother Theresa Review and Learning Center – Bagumbayan, Tuguegarao City, Cagayan 3500 <ul style="list-style-type: none">Supervised the marketing group's staff;Ensured that they are effectively promoting the organization; and,Supervising the establishment's transactions.
August 2015 – February 2016	Assistant Teacher Royal Academy – Ajman, United Arab Emirates <ul style="list-style-type: none">Obtained materials required by the students;Organized classrooms before and after classes;Kept track of student records; and,Assisted students before, during, and after class hours.
November 2012 – March 2015	Administrative Assistant Regno Solutions - Tasik Selatan, Wilayah Persekutuan, Kuala Lumpur, Malaysia <ul style="list-style-type: none">Filed telephone calls;Received and directed visitors; and,Provided information by answering questions and requests.
August 2011–March 2012	Assistant Outlet Manager JPW Singapore PTE.LTD - Toh Guan Road East, Singapore 608586 <ul style="list-style-type: none">Supported the state manager in all tasks necessary for the store's efficient operation;Networked, recruited, hired, trained, and developed store associates;Managed deliveries;Responded to customer complaints and needs; and,Had been responsible for retail staff management and display setup.

November 2009–July 2011

Sales Supervisor

Laponie (S) PTE.LTD - Mosque Street, Singapore

- Managed retail employees, including cashiers and floor workers;
- Developed pricing policies;
- Determined current and future trends that are appealing to customers;
- Evaluated job performances;
- Organized and disseminated employee schedules; and
- Handled customer inquiries, and health and safety precautions.

June 2008–March 2009

College Instructor

University of Saint Louis – Tuguegarao City, Cagayan 3500

- Assisted college students pursuing a degree in Hotel, Restaurant, and Tourism Management with classroom instruction;
- Maintained and monitored students' academic performance by reporting the results to the Dean/Department Head; and,
- Took part in the development of school and community projects through outreach programs.

ON-THE-JOB TRAININGS

Reservations Officer

Arpan Air Incorporated (AAI) - 118 L.P. Leviste Street, Makati, 1227 Metro Manila

- Assigned to the Cruise Department, Royal Caribbean International Cruise;
- Assisted in the booking and ticketing process; and,
- Answered guest inquiries by phone and email.

In-flight Catering Services Trainee

Macro Asia Catering Services Inc. (MACS) - West Service Road, Merville Exit, NAIA, Pasay, 1300 Metro Manila

- Worked with in-flight service and food and beverage operations representatives;
- Helped in developing menus for any special ethnicity, religious, or dietary requirements provided; and,
- Assembled and packed food in “box meals”.

Trainee

Negros Navigation Company, Inc.

Pier 2, North Harbor, Tondo, Manila, Metro Manila

- Assigned to various departments in the ship.

PERSONAL INFORMATION

Date of birth	:	March 6, 1986
Place of Birth	:	Tuao, Cagayan
Sex	:	Female
Age	:	37
Civil Status	:	Single
Nationality	:	Filipino
Religion	:	Roman Catholic
Height	:	5 ft & 4 in (162.5 cm)
Weight	:	55 kg (121.3 lbs)

I hereby certify through my signature that the above information and data are true and correct.

GLIEH P. PADILLA