

MA. DOLLYVIE R. ELORDE - REAL

Purok Centro, Panalsalan, Plaridel, Misamis Occidental, Philippines

Mobile No. : +639167894008

Nationality : Filipino

PROFESSIONAL PROFILE

15 mos experience as Department Head -Tourism Office (Local Government Unit of Plaridel)

10 years experience as International Cabin Crew (Philippine Airlines)

3 years experience as Domestic Head Cabin Crew (Philippine Airlines)

Bachelor's Degree in Nursing at Felipe Verallo Foundation College, Inc., Philippines

Bachelor's Degree in Management Accounting at the University of San Carlos, Philippines

EXPERIENCE

July 2022 to Present **Local Government Unit - Municipality of Plaridel, Philippines**
Department Head - Municipal Tourism Office

- Attend meetings that the Local Chief Executive (LCE) holds with community representatives and individuals from the private sector and ensure that appropriate follow-up action is taken as a result of such meetings.
- Promote tourism activities and create leisure opportunities for residents through these activities
- Organize events for the entire Municipality, and all other events as requested by the Province or Region;
- Formulate programs and projects for the development of the local community as tourist attractions;

- Develop innate talents related to cultural, sports, and economic endeavors through presentations and competitions;
- Develop new products, assist in the marketing and packaging of the products;
- Develop local tourism destinations and attractions by tapping local resources and national funds;
- Develop a cohesive and inclusive Municipal Tourism Development Plan;
- Assist the Municipal Tourism Council in the formulation of tourism programs and projects;
- Assist in the implementation of the local government code on the matter of taxing and licensing tourism-related establishments in the locality, monitor and inspect to ascertain safe and enjoyable stay of visitors and travelers.
- Provide technical assistance to the Municipal Planning and Development Office regarding tourism;
- Provide assistance and recommendation to the Sangguniang Bayan for necessary legislation to promote tourism and encourage the inflow of investment;
- Identify tourism,/historical areas within the municipality for development and maintain and beautify public parks and plazas;
- Ensure the proper enforcement of tourism industry standards, laws, rules and regulations;
- Coordinate with other agencies such as the Department of Tourism (DOT) and the Philippine Tourism Authority (PTA) in regard to the development and promotion of Municipal Tourism;

October 2012 - December 2021 **Philippine Airlines, Pasay City, Philippines**
International Cabin Crew

December 2008 - September 2012 **Philippine Airlines, Pasay City, Philippines**
Domestic Head Cabin Crew

- Qualified to fly (5) types of aircraft - A320-200, A319-100, A330-300/A340-300, B747-400, B777-300;
- Supervises Cabin Crew assigned to her flight and completes all administrative work relating to the flight including attainment of all documentation and any additional information relating to the flight;

- Primary responsibility is the welfare of passengers in all aspects of cabin safety and service;
- Conduct briefings prior to every flight to ensure that knowledge of all emergency and service equipment and procedures for its use, and assignments are maintained by the Crew;
- Ensures completion of the following before flight - inspection of emergency equipment for proper maintenance; sufficient food/beverage items, service equipment, lavatory supplies, and other things needed by the passengers and crew are loaded for the flight; aircraft cabin is properly cleaned; orderly, smooth efficient and controlled boarding of passengers, and briefing of passengers seated on emergency exits and those requiring special handling regarding emergency procedures.
- Ensures that passengers requiring special handling are properly attended to during the flight and endorsed to the ground staff at the destination;
- Ensures that duties of the assigned working positions are performed, providing maximum safety, world-class service, and full attention to passenger needs and safety;
- Maintains a neat, orderly, and safe cabin environment, and ensures that all safety and service-related functions are performed;
- Participates and attends annual recurrent training, instructional courses, or other meetings necessary to ensure the development of skills, knowledge, experience, and confidence in the duties and responsibilities associated with the Head Cabin Attendant and International Cabin Attendant position.

EDUCATION

March 2006 - October 2009 **Felipe Verallo Foundation College, Inc.**
Bachelor of Science in Nursing

Bogo City, Philippines

June 2002 - March 2006 **University of San Carlos**
Bachelor of Science in Management Accounting

Cebu City, Philippines

SEMINARSANDTRAININGATTENDED

Basic Tourism Statistics Training

Cagayan De Oro City, Philippines

Filipino Brand of Service Excellence Training

Cagayan De Oro City, Philippines

PERSONALINFORMATION

Gender : Female

Nationality : Filipino

Status : Married

Language : English

REFERENCE

Rudyles M. Bullecer

Executive Assistant to the President of the Middle East, Turkey, and Levant

Viatris - Dubai

Dubai, UAE

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