

TRICIA CAMILLE ESCANO

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PROFILE

Highly motivated and professional who's been in the customer and public service that provides exceptional experiences to guests and customers from different nationalities and cultures. Expert at communications, registrations and assisting the needs of people and accommodating requests.

EXPERIENCE

Accounting Assistant

Ravintola Foods, Inc. | 2022-2023

- Preparation of accounting Check Voucher and Payables
- Monitoring and doing inventories of warehouse stocks.
- Alignment of all the Check Disbursement to proper issuance to suppliers.
- Managing reports and other paper works to be submitted to the supervisors.

Virtual Assistant

Vedova Ltd. Co. | January 2020 - December 2022

- Sending and answering emails to prospective client who might be interested on the services offered by the company.
- Checking different social media accounts of clients that subscribe with the services of the company.
- Does monthly report and sends to the CEO for verification and monitoring.
- Manual boosting of social media accounts of clients.
- Answer inquiries and concerns about the services offered by the company via email.
- Answers questions and addressed, resolved and escalated issues to the supervisors and bosses to satisfy customers.

Tourism Staff

Municipality of Angono, Rizal | 2016 - 2018

- Answer inquiries pertaining to services, guest registration, travel directions and make recommendations regarding dining, shopping or entertainment within the vicinity of the town.
- Plan, schedules and supervise work for the whole week to be executed.
- Transmit and receive messages via phone and email.
- Record guests comments, suggestions and complaints if any.
- Greet, register and assist lobby during normal peak hours of the municipality.
- Plan different kinds of events and being pro-active on various set-up especially during our town fiesta. It is usually a month-long event and preparation.

EDUCATION

Siena College of Taytay

Bachelor of Science in Hospitality Management
2011– 2016

Angono Private High School

High School Diploma
2008 - 2011

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents