



MARVIE JOY P. ENCINA

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Block 9, Lot 12 Sealand Homes, Brgy. Mayao Crossing
Lucena City, Philippines

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EDUCATIONAL BACKGROUND

TERTIARY:

**Bachelor of Science in Business
Management Major in Marketing
Management**

*Southern Luzon State University
Lucban, Quezon
S.Y. 2002-2007*

SECONDARY:

**Manuel S. Enverga Academy
Sampaloc, Quezon
S.Y. 1998-2002**

PRIMARY:

**Sampaloc Elementary School
Sampaloc, Quezon
S.Y. 1992-1998**

PERSONAL INFORMATION

Age : 38
Birth Date : September 22, 1985
Citizenship : Filipino
Height : 5'4"
Civil Status : Single
Religion : Roman Catholic
Language Spoken: English & Filipino

SKILLS

- Imbued with good working habits
- Positive attitude towards work
- Has good interpersonal and communication skills
- Ability to relate and deal to different kinds of people
- A dedicated and passionate individual
- Fast learner and demonstrates ability for developing new skills
- Willingness to stretch extra hours to complete assigned work
- Can work well under time pressure
- Knowledgeable in Microsoft Office (Word, Excel & PowerPoint) Internet & Email applications

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

OBJECTIVES

To be part of a growing organization that offers an opportunity for professional growth and that pursues constant improvement geared towards quality service for customer satisfaction.

WORK EXPERIENCE

**Sales Manager
Queen Margarett Hotel Inc.
Lucena City
June 2022 – February 2024**

**Sales Supervisor
Queen Margarett Hotel Inc.
Lucena City
February 2014 – June 2022**

**Account Executive
Queen Margarett Hotel Inc.
Lucena City
August 2007 – February 2014**

CHARACTER REFERENCES

Ms. Evangeline Antaran
Hotel Manager
Queen Margarett Hotel Inc.
Lucena City
+639285886027

Ms. Alma Morales
Bank Manager
QCRB
Lucena City
+639205801765

Ms. Maristel Merjudio
Municipal Budget Officer
Local Government Unit
Pagbilao Quezon
+63935-673-5455