



## SOPHIA ALLYSON V. SILVA

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### OBJECTIVE:

- o To obtain a position that offers both challenge and good opportunity for growth in areas of tourism and promotions management where I can work with diversified and creative projects and utilize my communication and interpersonal skills.

### SKILLS:

- ✦ Proficient in word processing programs (Microsoft Office programs)
- ✦ Well known in creating event
- ✦ Time Management
- ✦ Ability to work well under pressure
- ✦ Willingness to learn

### EMPLOYMENT RECORD:

#### ADMIN ASSISTANT

Security Bank Centre, 6776 Ayala Ave, Makati City, Philippines

May 14, 2019 – October 2019

##### *Job Description:*

- To perform administrative and office support activities for supervisors.
- To provide general and clerical task such as mailing, scanning, faxing and filing of documents.
- To assist in encoding card details and pull out cards to be sent to branches.

#### SERVICE CREW

Burger King, Makati Ave, Makati City, Philippines

April 14, 2019 – May 13, 2019

##### *Job Description:*

- Process Payment
- Prepare and Serve Food
- Keep work areas clean and organized

### Achievements and Seminars Attended:

- **OJT at "The A.Venue Hotel"**  
**Human Resource** (400 Hours)  
Duties and Responsibilities  
\*Screening Incoming OJT  
\*Logbook all billings from agency  
\*Monitoring of meal stubs  
\*Locker tagging of every new employee and ojt
- **Housekeeping** (200 Hours)  
Duties and Responsibilities:  
\*Daily make up room  
\*Checking the check out room  
\*Assisting my room attendant everyday
- **Events Management Services NCIII Passer**  
Technical Education and Skills Development Authority  
February 09, 2018

- **Current Issues and Trends in the Tourism Industry**  
Baliwag Municipal Annex Building, BaliuagBulacan  
December 5, 2018
- **Career Orientation Seminar in the Cruise Line Industry**  
Magsaysay Center for Hospitality and Culinary Arts (MIHCA)  
January 25, 2017
- **Baliwag Lenten Procession More than a Tradition**  
Baliwag Municipal Annex Building, Baliuag, Bulacan  
October 24, 2017
- **A Flight to Success: Seminar with the Professionals**  
Baliwag Polytechnic College  
Sightseer Events & Concepts Inc.  
October 03, 2016
- **Travel Agency Management & Operations**  
Hotel Dominique, City of Tagaytay  
October 18, 2015
- **Resorts Operation**  
Villa Escudero Plantations & Resort  
October 06, 2015

#### **EDUCATIONAL BACKGROUND:**

Course	:	Bachelor of Science in Tourism Management
College	:	Baliwag Polytechnic College
Year Attended	:	2015-2019
Address	:	2 <sup>nd</sup> floor BMG Building Barrerra St., Poblacion, Baliwag, Bulacan, Philippines
Secondary	:	Mabato National Highschool
Address	:	Palao, Canlubang, Calamba, Laguna, Philippines
Year Attended	:	2012-2015
Elementary	:	Kolehiyo De Canlubang
Address	:	Palao, Canlubang, Calamba, Laguna, Philippines
Year Attended	:	2005-2011

#### **PERSONAL DATA:**

Nationality	:	Filipino
Age	:	20
Date of Birth	:	January 16, 1999
Place of Birth	:	Baliwag, Bulacan, Philippines
Sex	:	Female
Civil Status	:	Single
Religion	:	Iglesia Ni Cristo (Christian)
Height	:	5'2
Father's Name	:	Rico I. Silva
Mother's Name	:	Teresita V. Silva
Languages spoken	:	English, Filipino
Visa Status	:	Visit Visa
Availability	:	Can join immediately

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

**SOPHIA ALLYSON V. SILVA**  
Applicant