



Johana Mae Delgra

Receptionist / Concierge

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1402 Al Safa Tower Sheikh Zayed Road
Dubai.

PROFESSIONAL SUMMARY

As a highly motivated and dedicated individual with strong communication and interpersonal skills.

I am seeking a new role which leverages my skill set.

Education

2014-2019

Philippine Women's University
BS Interior Design

Training & Certificate Background

• CMV INTERIOR DESIGN

APPRENTICESHIP | March - May 2019

Junior Interior Design Intern .
Product Sourcing for the materials, Site Visit, Estimate Floorplan Customer Meeting.

• KABAYAN INSTITUTE DUBAI

Basic & Intermediate Microsoft Excel 2019

Work with advanced formulas, lists, and illustrations. Also work with charts and advanced formatting including styles.

PERSONAL INFORMATION

- Birth Date: June 12 1997
- Place of Birth: Caloocan Manila.
- Sex: Female
- Age: 23
- Religion: Roman Catholic
- Civil Status: Single
- Language: English , Tagalog

Experience

RECEPTIONIST | PRESENT

2020

LALALAND AMUSEMENT ARCADE

- As day care receptionist interacts with parents, sees that children are signed in for the day and makes sure that the children leave with an approved adult.
- Processes a child's application and child care payments and keeps emergency contact information up to date.
- I am also the main contact for anyone outside of day care, so throughout the day,
- I take phone calls and emails from parents and professionals about the day care and a specific child's well-being.
- completes administrative tasks such as copying, faxing, filing paperwork, processing staff paychecks, accepting and distributing mail and ordering supplies

ADMINISTRATIVE ASSISTANT

2019

GPX MARINE MANAGEMENT LLC.

- Responsible for supporting a manager, team and department with a wide range of office based activities.
- The management of information, record-keeping and documentation control important activity in every business and organisation.
- Manage production installations, major Engineering Contractors, Drilling Contractors and specialist service companies.