



LEAH MARIE DINO

ABOUT

I am an experienced dealing with customer service by interacting with other people and I am seeking a full-time position in an organization, where I can apply my knowledge and skills for continuous improvement. I can provide an exemplary service that guest and client will surely come back and will have repeat visit into an organization. I always hold a title or certificate in every work I always do, that's make me excel among anyone.

PROFESSIONAL SKILLS

Customer Service
Team Member
Leadership
Administrative skills
Marketing Skills
Social Media Managing

PERSONAL SKILLS

Dancing and Singing Skills
Creative spirit
Reliable and professional
Organized
Time management
Team player
Fast learner
Motivated
Good writing and communication
Excellent phone call inquiries
Very good problem Solving

CONTACT

P: 0566923614
E: leahmariedino@gmail.com

CERTIFICATE

Recognition Card

Topgolf Dubai

Teaching Assistant

Certificate I - Connect Global Education

Person in Charge Level 3

GEMS Quality Consultant,
Dubai

WORK EXPERIENCE

CAPTAIN BAYHOST

Topgolf Dubai / December 2021 - April 2021

- Welcome and assist the guest with golf course information and game procedure
- Assist with food and beverage orders
- Providing excellent service.
- Providing entertaining and jolly service.
- Assist with billing transactions.

VIRTUAL ASSISTANT

Filipino Virtual Assistance / September 2019 - November 2019

- Providing daily administrative tasks ,schedules, and creative services virtually.
- To answer emails and arrange meetings.
- to do encoding and transfer database.

FOOD & BEVERAGE ASSOCIATE / ACTING PERSON IN CHARGE

Mattel Play Town (Dubai ,UAE) / April 2016 - March 2018

- Acting Person in Charge
- Providing excellent customer service to kids and families.
- Serving haelthy food and beverages to facility's guest, parties and events.
- Providing fast and correct billing transaction.

EDUCATION

TEACHING ASSISTANT

I - Connect Global Education
Dubai,U.A.E | August 2020

BS HOTEL AND RESTAURANT MANAGEMENT

De LaSalle University - Dasmariñas | June 2008 - April 2012