

# ELMALYN T. PERRION

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## CAREER OBJECTIVE

- ✚ To honor my talent and skills to a chosen industry. I am flexible to discover things and able to maximize my knowledge in accordance with my ability. It will be in my great advantage to observe and expose in a company and with its world's best people.

## EDUCATION

March 2011

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**Bachelor of Science in Tourism**

PATTS College of Aeronautics

Parañaque City, Metro Manila Philippines

## WORK EXPERIENCED


- ✚ Company Name: **CDK International Manpower Services Corp.**  
Address: M. Adriatico Street Ermita, Metro Manila, Philippines  
Position: **Receptionist cum Senior Marketing Staff**  
Duration: October 12, 2014 – January 15, 2019  
Job Description:
- Greetings/ receiving applicants upon entry
  - Assist and give necessary information
  - Answers and make calls including inquiries and applicants complaint
  - Encoding files
  - Assists employers and book meeting schedules
  - Making reports, company brochures and similar documents
  - Compose and post online content on the company's website and social media account
- ✚ Company Name: **Duty Free Philippines**  
Address: NAIA Road, Parañaque City, Metro Manila, Philippines  
Position: **Customer Relations Representative (Front Desk)**  
Duration: September 2012 – September 2013  
Job Description:
- Answers incoming calls
  - Sales assistant
  - Encoding new applied customers, verifying old customers
  - Responsible for client's registration
  - Assist client (client & sales servicing)
  - Monitoring log sheets
  - Serve as guided in company policies

-  Company Name: **Kultura SM Mall of Asia**  
Address: Mall of Asia Complex Pasay City, Metro Manila, Philippines  
Position: **Cashier**  
Duration: Jun 2009 – Dec 2009  
Job Description:
- Tagging per items for price monitoring
  - Assign in cashier section/payments
  - Monitor all tagged items at the whole shift for reports
  - Assists packing as necessary
  - Sales assistant

## APPRENTICESHIP

-  Company Name: **Pearl Garden Hotel**  
***“Basic Housekeeping and Food & Beverage Operations for Hotel Industry Training and Workshop”***  
Address: Ermita, Manila  
Position: OJT – Food and Beverages Staff  
Duration: Apr 2011 - May 2011
-  Company Name: **Etihad Airways**  
Address: NAIA International Airport  
Position: Passenger Ground Service  
Duration: Jan 2011 – Mar 2011

## AWARDS/RECOGNITIONS

-  **CDK International Manpower Services Corp.**
- Employee of The Month
    - June 2015
    - October 2017s
    - January 2018

## SEMINARS AND WORKSHOPS

### **“TOURISM CHALLENGE: EXPLORING the Extreme Side of the Industry”**

Pearl Garden Hotel, Malate Manila, Philippines (September 24, 2006)

### **“METRO LIKE NO OTHER: (A Taste of the Urban Lifestyle)”**

Pearl Garden Hotel, Malate Manila, Philippines (February 17, 2008)

### **“Today’s Philippines Attraction: Beauty Schemes”**

Palacio de Maynila, Malate Manila, Philippines (February 22, 2009)

**“CULINARIO DE TURISMO: Unveiling the Secrets to Success behind Philippine Cuisine”** Cecile’s Restaurant, Las Pinas City (September 30, 2007)

### **“COMPETENCIA DE BAILES” (A Nature Dance Competition)**

PATTS Gymnasium (February 18, 2007)

**“CRUISING: An Exploration of Tourism through the Cruise Line Industry”**

Clamshell Tent, Anda St., Intramuros, Manila (September 19, 2010)

**“LAKBAY-ARAL” (walking tour) at Intramuros and National Museum Manila**

(August 14, 2010)

**“BAR EXPOSURE PROGRAM”**

T.G.I. Friday’s Mall of Asia (August 14, 2010)

## PERSONAL DATA

<b>Date of Birth:</b>	May 24, 1989
<b>Place of Birth:</b>	Alcala, Pangasinan, Philippines
<b>Nationality:</b>	Filipino
<b>Gender:</b>	Female
<b>Passport Number:</b>	EC6221982
<b>Visa Status:</b>	Visit visa (April 15, 2019)

## REFERENCES

**Engr. Richardson C. Lanuza**

Civil Engineer

Inteltec Emirates LLC

0502598489

This information I have in this application is correct to the best of my knowledge and the permission is hereby for any investigation that may be necessary.