



MARY TRISHA O. ROJAS

PROFESSIONAL GOALS

Seek a full-time job position that would enhance my skills and experiences and will also provide me with the opportunity for growth and management.

HOW TO REACH ME

Mobile: +63 995-750-4249

Email: marytrisharojas21@gmail.com

Address: Blk 5 Lot 2 Ph.II Casimiro Townhomes,
Daniel Fajardo, Las Piñas City

SKILLS AND ABILITIES

- Proficient in English & Filipino
- Strong communication skills & customer service oriented
- Ability to work under pressure
- Time Management
- Ability to adapt new environment and new situations

EDUCATIONAL TRAINING

University of Perpetual Help System Dalta
Bachelor of Science in Tourism

- Las Piñas City, Metro Manila
- A.Y. 2013- 2018

Las Pinas National High School-MAIN

- Sultana Rd. Tabon 1, Las Pinas City
- A. Y. 2009-2013

Pulanglupa Elementary School

- Naga Road, Pulanglupa 1, Las Pinas City
- A. Y. 2003-2009

CAREER SUMMARY

Reservation Officer/Coordinator
(April 2023 – Present)

Operations Officer/Coordinator
(May 2019 - March 2020)

UNO ADVENTURE AND HOLIDAYS

- Provides information and quality service while leading group tours in different parts of the world.
- Communicating with suppliers and clients for the tours and land arrangement.
- Assists customers in booking reservations for venues, tours, resorts, travel, restaurants or events.
- Initializing of costings and selling for group bidding proposals
- Finalizing costings and selling of the tours.

Admin Staff

Astana Cold Chain Inc. | (March 2022
-August 2022)

- Develop and maintain a filing system
- Dealing with queries on the phone and by email
- Preparing, organizing, and storing information in paper and digital form
- Process Inbound and Outbound transactions of the items/product

Concierge

2 Torre Lorenzo Condominium (July
2020 – March 2022)

- Provides outstanding customer service to all guests, owners, and visitors.
- Assists guests and owners in a friendly, proactive and efficient manner with appropriate follow-up as necessary.
checks the records for availability of the guests' requests

Receptionist

Four Seasons Buffet and Hotpot |
(March 2018 - Feb 2019)

- Ensures customers get the best services obtainable in the restaurant.
- Confidently attends to all the inquiries and requests of the guests.
- Schedules and receives booking orders from clients and checks the records for availability of the guests' requests

CHARACTER REFERENCES

Mariciris Mendoza
Administrative Officer/ Human Resources UNO ADVENTURE AND
HOLIDAYS
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