



AME RICA SANTIAGO-DE JESUS

WORK EXPERIENCE

Front Office Executive

Proscenium at Rockwell - Makati City, Philippines | Jan 2022 – Jan 2023

- Enhanced guest satisfaction with prompt attention to inquiries and professional communication skills.
- Created a welcoming atmosphere by maintaining a clean and organized reception area for all visitors.
- Assisted coworkers and staff members with special tasks on daily basis.

TRAININGS AND SEMINARS

New Town Plaza Hotel Baguio

On the Job Training - Rooms Division Dept. and Food & Beverage Dept.
February 8, 2023 - March 25, 2023

Astoria Culinary and Hospitality Institute

Front Office Supervisory Skills Online Training
June 28, 2021 - August 13, 2021 (Virtual)

Wesleyan University - Philippines

Basic Life Support - Cardio Pulmonary Resuscitation Training Course
November 14, 2018

PERSONAL INFORMATION

Age: 24

Sex: Female

Date of birth: June 26, 2000

Citizenship: Filipino

Marital status: Married

Religion: Roman Catholic

REFERENCES

Name: Celso B. Clamonte III

Position: Admin Assistant – Proscenium at Rockwell

Telephone number: 0993 580 3748

Ame Rica Santiago-De Jesus
Applicant

OBJECTIVE

Hardworking and passionate job seeker with strong organizational skills. Eager to contribute to team success and further develop professional skills. Brings positive attitude and commitment to continuous learning and growth.

EDUCATION

Bachelor's degree

Wesleyan University- Philippines
Year 2018 - 2023

Senior High-school

Sto. Domingo National Trade School
Year 2016 - 2018

Junior High-school

Sto. Domingo National Trade School
Year 2012 - 2016

Elementary Education

Sibul Elementary School
Year 2006 - 2012

SKILLS

- Communication skills
- Emotional intelligence
- Computer proficiency
- Time management
- Fast learner
- Adaptability
- Team Player Attitude

*I hereby certify that the above statements are true and correct
to the best of my knowledge and beliefs.*