**Experience:**  
Podollan Inn and Rez.,  
Housekeeping Supervisor June 2016 - Present  
House Keeping Room Attendant  
1031 Franklin Ave., Fort Mc Murray  
February 27, 2012 – May 2016  
Front Desk March 2012 – September 2012  
Sweep, Mop and wash floors  
wax and polish floors  
Dust Furniture, Vacuum Carpets,  
Make beds and change sheets  
Distribute clean towels and toiletries  
Clean, disinfect bathrooms and fixtures  
Attend guests' request for extra supplies and other items  
Clean and changing rooms and showers  
Hart Bernstien Marketing Management  
Administrative Director  
Garhoud Star Building, Garhoud Dubai, U.A.E., October, 2010 – February 20,  
2012  
Doing schedules for the promoters as per client request.  
Maintains administrative staff by recruiting, selecting, orienting, and training  
employees; developing personal growth opportunities.  
Purchases printed materials and forms by obtaining requirements; negotiating  
price, quality, and delivery; approving invoices.  
Completes projects by organizing and coordinating information and  
requirements; planning, arranging, and meeting schedules; monitoring results.  
Contributes to team effort by accomplishing related results as needed.  
Achieves financial objectives by anticipating requirements; submitting information  
for budget preparation; scheduling expenditures; monitoring costs; analyzing  
variances.  
Provides communication systems by identifying needs; evaluating options;  
maintaining equipment; approving invoices.  
Going to GCC countries to conduct training.  
Flair Marketing Management  
Secretary  
Ittihad rd. Dubai, U.A.E., July 4 2005 – October 20, 2010  
GCF Telekonstrukt Corp.  
Secretary  
Pilar Village, Las Piñas City., March 20, 1997 - July 15, 1998  
Coordinated work flow among clients and support staff. Prioritized and delegated  
tasks, provided motivation and direction to create a positive work environment  
and ensured accurate, on-time completion.  
Tracked office expenses and created monthly reports for clients. Prepares  
invoices, Accounts Receivable/Payable and banking.  
Responded to client needs and provided additional support where necessary.  
Writing letters from short hints/draft/proofed and edited reports and letters  
provided by GM.  
Provided continuous, high quality support to General Manager. Coordinated  
schedule, appointments and travel arrangements; managed expense account  
and recovery.  
Doing the WPS System for Companies Salary  
Blims Fine Furniture  
Management Trainee  
Festival Mall Philippines, September 6, 2000 – May 30, 2001  
I2I Incorporated  
Kiosk Supervisor  
SM Bacoor Branch, Cavite, August 26, 1999 – January 15, 2000  
Handling staff  
Doing weekly and monthly sales.  
Stocks Inventory  
Develops effective client relationship through accommodating their needs to the  
best it can be.  
Accepted complaints and opinions and do take part of the action for the  
customer’s satisfaction.  
Prepare daily transaction count of the amount made for the day and encodes it